

**ACCOMMODATION SITE BRIEFING: CLAIRVAUX INDOOR CAMPING**

Please use this document to provide information to those indoor camping at Clairvaux.

GENERAL INFORMATION FOR ALL**1. Site staff**

You may see property staff who are identified by a 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

The number sleeping in each room 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 rooms in the interest of personal safety and to avoid property damage. Please ensure there is a clear path in each room for exiting in the event of an emergency.

3. Fire extinguishers

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

4. Sign in / sign out process

You need to let us know if you are going offsite by completing the offsite sign in / out sheet located in the dining room. This is important to be able to account for people in the event of an emergency, and to know if any people or groups are offsite.

5. Emergency procedures

Familiarise yourself with your closest emergency exit – evacuation diagrams are on the back of all accommodation doors. For a building fire or something similar, the Oval is the Emergency Assembly Area. In a storm or bushfire or security threat – go/stay indoors.

6. Out of bounds & allocated areas

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

Your group should stay within your booked accommodation area; please don't 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.

**7. Care of the environment**

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

8. Car-parking areas

Car parking in designated areas only. Please follow NO PARKING signs. Do not park in front of skip bins and access paths into courtyards.

9. First Aid

During KYCK sessions, first aid will be available from the first aid tent in the Plaza. For other first aid needs, there is a first aid kit located near the kitchen and marked with a red or green cross. Where possible, first aid should be provided by someone with a current first aid certificate. All injuries, accidents or illnesses must be reported to your site host and an incident report completed.

10. Please use the hand sanitiser provided 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.

11. Curfew

Please be considerate of others and ensure everyone is in bed with lights out by 11pm.

12. Music & Noise

Please don't play music before 8am or after 9pm. In between times remember that not everyone shares your taste in music, so keep any music or noise to a minimum so as not to disturb others around you.

13. Alcohol and Smoking

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

**INFORMATION FOR GROUP LEADERS****1. Meals****Self-Catering**

Please keep kitchenettes and cooking equipment clean for other groups to use.

Budget Catering (Blue Wristband)

Meals will be served at Clairvaux in common areas E8 & W9. There is 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'll 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 at Mountain Camp Dining Room and they'll provide further information / instructions.

2. Mealtimes**Friday**

9.30pm Supper

Saturday

7.15am Breakfast

12.30pm Lunch

6.00pm Deluxe Dinner

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

9.15pm Supper

Sunday

7.15am Breakfast

12.30pm Lunch bag pick up

3. Orderlies

Your group will be allocated to orderlies' duties during the weekend at KYCK. If you have budget catering, I have allocated you to the following dutie/s (please tell them what you've allocated them to). If you have deluxe catering, the site host at Mountain Camp has allocated duties and you will need to check with them at Friday night supper.

**4. Phones**

An intercom phone is located outside the StayKCC office (or call 0408 825 588). An emergency/ intercom phone is in the kitchen.

5. First aid

Your group is responsible for all first aid. First aid kits are in the kitchenettes and marked with a red cross. Please ensure you familiarise yourself with the location.

6. Basketball Court & Challenge Course area

Groups can use the basketball court until 10pm at the latest. No groups can access the challenge course area.

7. Out of hours-emergency staff contact

StayKCC staff can be contacted out of hours in an emergency by phoning 0408 825 588 or via the internal phone in the kitchen. Please don't send text messages to the on-call mobile number.

8. Incident reports

In the event of injury, accident or illness, an incident report form needs to be completed. These are available from the site host at each accommodation site or from StayKCC staff.

9. Supervision

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

10. Notice board

Please refer to the notice board for meal times, room allocations, program schedule and maps.

11. Lighting

Please keep external lights on at night.

12. Emergency Information

In an emergency, please move to the Emergency Assembly Area located on the Oval immediately. Emergency information sheets are located on the back of all accommodation doors, on all notice boards, and near all phones.