

**ACCOMMODATION SITE BRIEFING**

**Please use this document to provide information to those staying at your accommodation site.**

**GENERAL INFORMATION****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 of beds provided. Please keep valuables with you. The bedrooms 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.

**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. Phones**

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

**2. First aid**

Your group is responsible for all first aid. A first aid kit is located near the kitchen and is marked with a red or green cross. Please ensure you familiarise yourself with the location.

**3. 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.

**4. 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.

**5. 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.

**6. Notice board**

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

**7. Lighting**

Please keep external lights on at night.

**8. 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.