



SECURITY OFFICERS /ASSISTANTS SAFETY - FIRE - EVACUATION PROCESS

There will be one overall Security Manager who will develop a plan to be approved by the Trustee-Directors which will consider the reasonably foreseeable possible security threats and challenges to the property and Camp participants, particularly taking account of young children.

The Plan will include regular patrols of certain areas, particularly in the evenings, keeping check that children do not go into dangerous areas and are not in vulnerable circumstances unaccompanied. They will also ensure individuals are part of the larger group activities and not staying in sleeping or other areas.

The Security Team will have Police, Ambulance, Doctors, Medical Team and other emergency numbers prominently displayed around the Camp and all Security assistants and other area managers will have copies.

A roster will be developed taking account of activities and more vulnerable periods with a bigger number of volunteers to help so we don't have the same people doing everything.

All volunteers need to be briefed and given written advice of what is expected of them, their patrol area, time of service, and the procedures should an event occur. If there is a changeover arrangement the volunteer on duty will not leave until the new replacement has arrived.

They can call the Security Manager to arrange a replacement. Equipment such as torches (with fresh batteries available), notepads and pens, etc will be provided. All Security volunteers will be identified with a bright coloured arm sash or similar to be provided by the Security Manager.

The two dams at Balmoral are very attractive to children and while signage is in place, regular checks need to be made by the Security Team and ALL yogis to ensure children are not near or in the water without their parents or appointed guardians.

A FIRE EVACUATION PLAN and an Emergency Meeting Point to be displayed at prominent positions. Hoses etc will be made available and connected around the buildings. Specific Security persons will be charged with checking rooms.

The Security Manager will ensure good communication with all other managing parties. The Security Manager should receive the support of other managing parties to ensure that their security directions are being followed by the Camp participants.

The primary responsibility for caring for children and their safety at the Camp will remain with the children's parents, and the Plan cannot replace that primary supervision and responsibility of the parents.

The Pre-Camp Communications Team should provide some gentle but firm instruction in advance that parents and children need to follow the directions provided by the Security Manager and the Security volunteers in order to ensure the smooth running of the Camp and the safety of all participants.

The Security Manager should identify all the Volunteers to the Camp attendees so they can be recognized and give basic security instructions to everyone.

All security volunteers will have the local Fire Department and other Emergency Service numbers on hand at all times.

In the event of a fire the priority is to evacuate everyone BEFORE attempting to put out the fire.



Signed
LETA/LEPA Trustee-Director

Updated 8-22