

# Jamboree Information Guide for Troop Leaders and Staff

## Section 7 Emergency

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These emergency and evacuation procedures are for all Jamboree participants from the Troop sites, Staff camp, JST camp, contractors and visitors.

## Evacuation Plans

All personnel are expected to use common sense, discretion and to take all reasonable care at all times.

All Troop, Staff camp and JST camp Leaders are responsible for the following:

- To develop their own written evacuation plan to move all personnel as quickly and safely as possible to the designated primary evacuation area.
- Ensure that all personnel in their camp have a clear understanding and adequate training to carry out their emergency and evacuation plans. **Note:** personnel must stay clear of emergency service vehicles.
- Ensure that a duty warden is always onsite when an area is occupied.
- Have one practice evacuation to their designated assembly area by the end of Day 2, deemed satisfactory by the Camp Support Team.

Each Troop site, Staff camp and JST camp must have a fire evacuation plan for fires occurring on its site that includes the following details:

- Alert those concerned (by using your warning device), ensuring neighbouring sites hear it.
- Evacuate to the designated primary evacuation area (to be advised) only on advice from the Camp Support Team.
- Ensure any persons with disabilities are provided with assistance.
- Ensure the Fire and Emergency New Zealand (FENZ) is called (phone 111).
- Ensure the Jamboree Fire Team is notified – by mobile phone or APPs (mobile applications) Vault or Band.
- Fire extinguishers are to be used if it is safe to do so.
- Note anyone remaining to fight the fire – report to the evacuation controller.
- Ensure someone is designated to meet the Fire Service upon arrival at the main gate and direct them to the fire location.
- If safe to do so, turn off all gas or other appliances.
- Drop adjacent tents to the ground if safe – leave tent pegs in.

## Jamboree site evacuation

An evacuation will be announced by the sirens or horns on designated emergency vehicles, Troops, or campsites being continuously activated.

Upon this evacuation signal, all Jamboree participants will move safely and as quickly as possible to the Primary Jamboree Evacuation Site unless advised otherwise by the Camp Support Team or the Safety and Risk Team.

The Primary Jamboree Site Evacuation Area is shown on your site evacuation sign. If required (due to the incident), you will be advised of an alternate evacuation area designated by the Risk Manager and the Officer in Charge (OIC) of the Jamboree Fire Crew at the time.

The Troop Support Team must also evacuate all common areas (toilets, showers, meeting areas).

Once at the Primary Evacuation Area, all troop participants must form into their troops. All other areas (Staff camp and JST camp) must include their camp locations as indicated by the appropriate signage.

All Jamboree Staff and Troop Leaders must ensure visitors and contractors follow the same evacuation plans and instructions.

All persons shall be accounted for, and the missing advised to the Camp Support, who will advise the Jamboree Leadership Team (JLT).

All persons will remain in the Primary Evacuation Area and must refrain from moving around. Under the control of the Camp Support Director or emergency services, Troops are to follow the instructions issued. Suppose an evacuation of this nature is required while away on Jamboree activities. In that case, the Activity Leader is responsible for the safe evacuation of the youth under their supervision.

No one may return to their Troop sites until the Risk Manager has given the 'all clear' signal. On the completion of the evacuation, and at the discretion of the Risk Manager, all persons will proceed back to their troop sites quietly and orderly.

## Trial Evacuation

A trial evacuation may happen at any time without warning.

## Events or Threats

The person receiving initial advice of an event or threat is to contact the Risk Manager immediately.

The event or threat will be assessed by the Risk Manager, OIC Police, OIC Fire Safety Team, Jamboree Director and the Jamboree Relations Director who manage the media.

If required, instructions will be issued to the Jamboree Hub, which will alert any other parties as and when needed.

Troop sites will be alerted by runners.

## Emergency access

Accessways, roads and other routes must be kept clear to a minimum of 3.5 metres wide and 4 metres high. This is to ensure emergency vehicle access at all times.

## Fire services

A fully equipped fire appliance operated by qualified Fire and Emergency New Zealand (FENZ) personnel will be onsite for the duration of the Jamboree.

## Fire Equipment and Procedures

### Campsites

Each campsite (including Troop, Staff, and JST must have the following:

- An emergency evacuation procedure is documented and displayed. The primary evacuation site is to be advised.
- Fire warden (the duty Adult Leader).
- A designated meeting place (the nearest green area).
- Smoke detectors (audible when tested) are installed in marquees used for cooking (suitably positioned not to cause false alarms).
- A designated Fire Point where occupants can access fire equipment and a warning device and do not have to travel more than 30 metres. For consistency, the Fire Point must be inside the troop gate to the right if you are looking out from the site.

At each Fire Point, there must be:

- Signage indicating it is a designated Fire Point.
- A minimum of 1 x 2.25 kg dry powder fire extinguisher per site.
- A suitable warning system for evacuation from fire (this may be an air-operated horn or siren, provided the warning sound is distinct from other sounds on the site and can be audible).
- Lighting during the hours of darkness and easily identified at all times. It is suggested that solar-type lighting or a lightstick should satisfy this requirement.

Each tent (if used for cooking) or where sources of ignition are present must have the following:

- A minimum of 1 x 2.25 kg dry powder fire extinguisher.  
Fire extinguishers, alarms etc., for marquees, are now based on the number of occupants in a marquee.
- Each marquee for Jamboree (tents greater than 100 square metres) must have the following:
  - A minimum of 1 x 2.25 kg dry powder fire extinguisher.
  - Two exits of at least 1-metre width, with Exit signage
  - A warning device – i.e. portable air horn will suffice
  - A written evacuation procedure.

It is unlikely that a marquee on a Troop site will hold over 100 occupants, but if you think it will, please contact the Camp Support Director, as there may be extra requirements.

All extinguishers must have been serviced within the last 12 months.

Fire alarms, air horns and other emergency alarms must only be used for trial evacuation or actual emergencies. They are not to be used for any other purpose.

The required signage can be bought from a safety product supplier.

Fire buckets do not meet New Zealand standards but can be used in addition to any fire extinguisher requirement.

Smoke alarms are not required in sleeping tents.