

FIRE POINTS

Each Group will be allocated a fire extinguisher to be located at the entrance to the Group site along with a minimum of 2 fire buckets. In the event of a fire Groups will know where additional extinguishers are if needed. A fire blanket is also provided, to be positioned in the kitchen area.

SECURITY

Please ensure that all members of your group are wearing the security pass at all times.

Anyone not wearing a pass may get challenged as to why they are on site.

Day visitors

Visitors arriving should report to the security tent located by the main entrance to receive a numbered visitors pass for the day. They will be required to sign in and out and should display the pass at all times.

There will be night security patrols of both camping and activity fields

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency arising that requires the evacuation of the camp and activity area the following procedure should be followed:-

- The emergency Services should be called by a responsible adult – giving the following information:-

The nature of the emergency and the address of the site namely LEE FARM, LONG FURLONG, PATCHING WEST SUSSEX.

- The Camp leader or Site services leader should be notified immediately. If neither is available then a responsible adult will continue the evacuation.
- The public address system, loud hailer or an air horn will be used to draw attention and to make the following announcement:

**ATTENTION ALL LEADERS, ATTENTION ALL LEADERS
CODE BLUE, CODE BLUE**

This announcement will be **repeated three times**

- All leaders will then ensure that everyone promptly leaves the area for which they are responsible vacating the site via the main entrance close to the camping area, or the North entrance close to the activity area.
- The assembly area will be the car park area adjacent to the main field.
- Group Scout Leaders/Group Camp Leaders will be responsible for setting assembly areas for each Group and ensuring all of their Group are safe.
- Members of the District Team will check the activity and camping areas to ensure that all camp participants have evacuated.
- If Camp Leaders are not able to account for all of their members then they must pass this information to the District leaders and the Emergency Services a.s.a.p.
- ALL day visitors must be made aware of these emergency procedures.

Arundel & Littlehampton District Scouts

Centenary Camp 2007



Site Services

Site Services Information

PERSONNEL



Graham Mills



Simon Lawrence



Paul Crayden



Paul MacCourt

If you have any questions regarding site services or have anything to report please contact any one of the above or leave a message in the mail box located in the Site Services/Activities Office, near the main entrance.

VEHICLES

All vehicles must be kept in the parking area outside the main entrance gate. From 8.00am on the Sunday morning **NO VEHICLES** will be allowed on site other than site services and activity vehicles. A 5mph speed limit will be in place for the duration of the camp including the setting up and striking period of the camp.

TOILETS

Chemical toilets are located to the south side of the camping field and by the main gate next to the site office marquee. These are clearly marked with separate toilets allocated to male and female leaders and youngsters. Toilet rolls will be provided in each toilet but you may wish to take your own to ensure you are not left short! Only toilet paper should be disposed of in the chemical toilets with other waste disposed of in the bins provided.

Toilets will be inspected on a regular basis but if you find that a toilet is not in a clean condition or has run out of supplies please report to the site office. Some toilets will be locked shut at times to ensure economical use before servicing. Please do not cut open toilets which have been cable tied shut.

Group Site Toilets. We are discouraging groups from having chemical toilets to reduce the amount of toilet waste that is disposed of on site. An emergency/night time toilet is allowed on each site and should be emptied into a suitable cesspit to be dug on your Group site. Any pits must be clearly marked and filled in regularly.

SHOWERS

Showers are located at the south end of the camping field and are for the use of leaders/helpers and Explorers. The opening times for the showers will be from 6.00am till 10.00pm to reduce the noise from the generators.

We regret that we are unable to supply showers for Beavers, Cubs and Scouts, we hope they will not be too upset! The main shower block is for the use of leaders and helpers and the two portable showers are for the use of Explorer scouts.

Please leave the showers in a clean condition when you have finished and don't spend too long in there.

WATER

Drinking water is available from the water bowsers situated next to the south toilets and behind the stage area on the corner of the Explorer Scout site.

RUBBISH

Each Group will be provided with 3 wheelie bins, one for ordinary waste, one for recyclable waste and the other for transportation of wet waste. Ordinary waste should be placed in dustbin sacks and kept in the wheelie bin. It is the group's responsibility to take ordinary waste to the large waste bins located by the main entrance. Recyclable waste will be collected on a daily basis from each group site. Glass bottles and jars should be placed in the plastic box provided next to the wheelie bins to be collected.

Paper

newspaper, magazines

Card and cardboard

packaging, boxes

Cans and tins

food cans, drink cans,

Plastic bottles only

milk, juice, fizzy drink, washing-up liquid, detergent, shampoo etc

Glass

clear or coloured

WET WASTE

Wet pits can be dug on individual sites but must be safely cordoned off and left in a clean and tidy state when the site is vacated. Wet waste can also be disposed of in the wet pit located behind the shower block. Chemical toilet waste must be disposed of in Group dug cesspits

GROUP SITE BOUNDARIES

Please provide a suitable boundary to your Group site along the marker points to discourage people wandering through other Group sites.

CAMP FIRES

Small campfires are allowed on Group sites but these must be cordoned off and safely positioned so as not to offend others. Fire pits must be turfed and laid back as you found them.

The main camp fire area is out of bounds to Groups

GENERATORS

Site services generators must not be tampered with or used unless permission has been given by a member of the site services team.

If you are providing a generator for use by your Group please bear in mind the noise that these make, especially at night and either use the silent type or position them in an area not to offend others and always in a safe area cordoned off. All non essential generators should be turned off at night.

DUTY GROUP

The duty Group should report to the site office at 8.30am to assist with the following duties

- Clean showers and toilets
- Restock toilet consumables
- Refill water station water carriers
- Litter sweep of site by whole group.

MARQUEES

Use of main site marquees must be booked through the site office.