



ACCOMMODATION SITE BRIEFING

Please use this document to provide information to those staying at Hartley.

GENERAL INFORMATION

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.

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.

Fire extinguishers

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

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.

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, please go to the **Emergency Assembly Area** at your accommodation site. In a storm or bushfire or security threat – go/stay indoors.

Emergency Assembly Areas

Mountain Camp: Outside StayKCC Office

Kedumba: The car park – on the high side, opposite the skip bin

Hartley: Past the car park near the skip bin



**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.

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.

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.

First Aid

During Spark 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.

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.

Curfew

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

Music & Noise

Please don't play music before 8am or after 9pm. Keep any music or noise to a minimum so as not to disturb others around you.

Alcohol and Smoking

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

