

# Lodge User Guide



**AONGATETE**  
OUTDOOR EDUCATION CENTRE & LODGE

# What you need to know

## Information for Teachers, Group Leaders, Parents & Social Users

- **On Arrival** - Please allow at least 30 minutes on arrival to make sure all Health & Safety has been covered with group leaders and key support and is signed off.
  - **Hazard Identification & Management**
  - **Keys & Security** – acknowledgment of receipt of keys.
  - **Be mindful of security. Lock up when no one is on lodge grounds. Keep your cars locked. Lock all doors when you leave at end of stay.**
  - **Allow additional time for questions and orientations in regards to your planned activities.**
- **Mobile Reception** - This is very patchy. When inside, best reception is when the phone is on the Kitchen window sill. Answer calls or txt messages by going outside into the shade sail area or into carpark. Don't pace while talking. Be sure txt messages have sent, before walking away, especially if it is urgent.
- **Duty Manager** - on 24/7 call for emergencies, questions, hazards, risks or breakages. Duty Managers phone number is displayed at the **Kitchen Safety Station**.
- **Appointment of Wardens:** please appoint wardens and record their names on the Kitchen Safety Station Notice Board as well as on the signed copy of your **Occupancy & Safety Log**.
- **Emergency Procedure & Wardens responsibilities** - Please ensure all group leaders, wardens and key support are familiar with the emergency procedure and associated responsibility. A copy of the emergency procedure is displayed at the Kitchen **Safety Station** and in every building.
  - Fire alarm system in all buildings - These are not linked to the fire brigade so you will need to call 111 if there is a fire. If possible take the **Emergency Call Plan** from the **Safety Station** in the Kitchen with you when making a 111 call, to read out the **Landmarks** for Emergency Services.
  - Please **contact the AOEC Duty Manager**. You can find the phone number at the Kitchen safety Station.
  - **Meet Emergency Services at gate** or at the top of Aongatete Lodge Lane (or if not possible give them the gate code)
  - Group Leader/Head Warden needs to wear the **Hi-Vis** that is kept at the **Safety Station** in Kitchen. This ensures easy identified by emergency services.
  - **Evacuation - Assembly Area** is on the playing field by the Assembly Area Sign.
  - Make sure everyone is accounted for.
  - Every Building has got **Fire extinguishers**. **Fire Hoses** are outside the dining room, the lions block and at the end of the Main Building. Please **activate the water pump switch** by the firehose on the Lions Block wall.

- **Accidents & Incidents** - All accidents, incidents and near misses must be reported. Each Group is provided with a **Safety & Occupancy Log**, which is kept at the **Kitchen Safety Station** in the Lodge Kitchen. An Accident/Incident Report needs to be completed for any medium and high risk accidents/incidences. The AOEC Duty manager needs to be contacted about any high risk incidences/accidents at the earliest convenience.
- **Public walking through lodge grounds** - To protect the safety and privacy of lodge users, point any public found on lodge grounds politely to the public tracks and off lodge grounds and log public presence on lodge grounds on your **Safety & Occupancy Log** on the **Kitchen Safety Station**. **This is a reportable incidence as it may affect your groups safety.**
- **Environment Care** - Please be respectful of the environment at all times. Please make yourself and your group familiar with our **Environmental Care Contract** and “leave no trace”. (this is displayed in the dining room & kitchen and in all the dorms).
- **Bush Area surrounding the lodge and in the centre of the driveway** - **This area is strictly out of bounds. Forest resting & recovering!** If you are in the bush you can only be on a track marked with an orange triangle unless your activity off track is authorised by AOEC management.
- **Parking and Tenting on Field:** If it is very wet and rainy, cars on the playing field are not permitted. Tents are best pitched on far side of field when wet.

**Let us know if you have forgotten anything like tea towels etc - we may be able to help.**

## Kitchen

- **Food (also see Waste Management Instructions)**
  - don't leave any food lying around inside or out as this will encourage possums, wasps, rats, mice and sparrows.
  - All food scraps incl apple cores, peels etc in food scarp bucket (not in bush)
  - To prevent attraction of Pests, please ensure that No food whatsoever is placed in Rubbish bins and that packaging is cleaned of food scarps before putting in the rubbish
  - No food whatsoever in dorms (you don't want to find a possum in your bed)
- **Ovens:** follow instructions by oven switches on wall. Preheat the ovens and turn on top elements **well ahead of time**, as they take a while to get to optimum heat. Remember it takes longer to cook large quantities (ie use large pots) than what we are used to at home.
- **Fridges & Freezers:** Please leave them in a clean condition when you leave. Please **do NOT switch them off on your departure.**

- **Waste Management** (pls also see kitchen notice board)
  - Appoint someone from your group to be in charge of waste management and to ensure recycling is done correctly and is disposed off correctly at the end of your stay.
  - Ensure your group knows **how** to recycle, **what** can be recycled, how to minimise rubbish and how to deal with any food scraps.
  - **Recycling** - please look after our planet and recycle whatever possible. Keep some of your boxes, so you have something to take the recycling home or to the transfer station. Recycling Bins are in the Kitchen Washing-Up area. **Please wash your recycling before placing in bins.** You are required to take recycling with you at the end of your stay. Assign a designated person. You can recycle the following. All recycling must be clean. At the end of your stay, make sure you take all your recycling back and that it does get recycled.
    - plastics 1, 2, 5
    - tin cans
    - aluminium cans
    - glass
  - **Cardboard and Paper**, along with paper towels from Ablution Blocks can be burned in Marshal Burner.
  - Check if Paper Towels & Toilet Paper needs refilling. Spares are in the kitchen. Use blue plastic key for Paper Towels and white key for Toilet Paper.
  - **Fruit Stickers** - please remove these before handing out fruit and stick them on the sticker sheet in the kitchen (we can use this to get sports equipment). It also prevent stickers from being disposed of outside where birds may pick them up.
  - **Food scraps & compostables** must be placed in the white buckets provided. Make sure the lids are firmly closed if bins are outside. No food scraps in the rubbish bins please. Txt Darren on 027 211 9969 if you have 2 or more buckets full on any day and at the end of your stay.
  - Rubbish - take everything with you at the end of your stay. If you recycle as per instructions and dispose of all food scraps as asked, your rubbish bags should be not smelly or leaking from bags on your journey home/back to school.
  - **Thank You for making environment friendly decisions!**
- **Boiler Room - Marshall Burner**
  - Children are not allowed in Boiler Room.
  - *How to operate the Boiler – put no more than two people in charge.*
  - *Takes 1 ½ - 2 hours to heat water. Fill Burner ¾ full of wood and light with fire lighter.*
  - *Only needs stoking 2x day (max 10 logs a day).*
  - *Be sure the damper is firmly in front of the boiler door.*
  - *Keep only enough wood in the boiler room to fill the two boxes provided.*
  - *Additional firewood is in the wood shed at the back of the boiler room.*
  - *Store axes in Boiler Room not in Wood Shed. If chopping wood, please ensure covered footwear is worn.*
  - *Make sure all paper & cardboard waste from the kitchen as well as paper towels from Ablution Blocks are **burned daily** in Marshal Burner.*
  - Empty Ashes into Offal Hole at the end of the field at the end of your stay.
  - Please make sure that bottoms of brooms are cleaned at the end of your stay.
  - Please make sure the boiler room is left clean and tidy at the end of your stay.

- **Lions & Nettleingham Block**

- Fire Exists need to be clear at all times - check daily before bed time - delegate this to a the dorm warden
- Please use Dorms for sleeping, quiet time and getting changed, not for playing!
- Keep doors shut at night - this prevents possums from coming inside
- Absolutely No Food in Dorms (no Gum, lollies or any other food) - it attracts pests!
- No balls in dorms
- Top bunks – take care, no sleep walkers, or if you often get up to toilet at night. Instruct students on bunk bed safety on arrival and every evening before “lights out”. Bunk Bed Safety is clearly displayed in each bunk cubicle.
- Don't swing off curtains
- **Please do not take mattresses out of buildings!**
- Do not remove night lights
- Lights off when you leave building

- **Toilets & Showers**

- Male/Female Signs are interchangeable to suit group needs.
- Don't leave taps running – we may not have an unlimited water supply.
- Always Keep doors closed to avoid possums, other pests or birds coming inside.
- **Please do not use wipes of any kind and never flush them down the toilet!**
- Please instruct girls and women on correct disposal of Sanitary Products. Do not flush sanitary products down the toilet. Sanitary pods are supplied in female toilets. If changing toilet blocks (male/female side), please ensure sanitary pods are changed over to the female toilet side.
- It is unnecessary (plastic) to line bins with liners. Only discard paper towels, empty toilet rolls in Toilet Block Bins - it can be burned in the Marshall Burner.
- To clean floors, sweep floors first, then mop floors with Microfibre mops, and green bio-zyme in the bottles provided in boiler room.

- **No Smoking**

- In or near any of the buildings, on the Challenge Course and on Bush Walks
- No Cigarette Butts on grounds please - You may loose \$50 off your deposit.

- **Lodge Gates:**

- Make sure all your guests/adults/drivers do have the gate code. This includes bus drivers.
- Please note that **the gate opens automatically when exiting by car** (when driving over the concrete pad). Entering the exit code will cause the gate automation system to get stuck. **Be patient and allow the gate to fully open before entering or exiting.**
- A gate code is required when entering and exiting by foot. Please do not climb over the gate or ride on the gate under any circumstances.

- **Activities & Resources**

- **All Activities** done at AOEC need to be approved by AOEC management prior to your arrival. Please appoint activity leaders and support well ahead of your camp, as they need to make themselves familiar with the activity instructions, the risks of the activity and effect on the environment. This enables your group leaders and support staff to know where resources are kept and to ask any further questions on arrival so camp programs can start on time and everyone will get the most out of the activities while keeping safe and protecting the environment. **Please allow at least 20min to cover any questions in regards to your planned activities and to point everyone in the right direction.**
- **Shelter Building & Burma Trail:** Children must be supervised by a responsible adult at all times when using these activities and or areas. Please take care of the environment, native plants take a long time to grow.
- **Challenge Course:** Children under 16yrs must be supervised by a responsible adult at all times when using the challenge course. Group Leaders as well as supervising adults **MUST** read and the safety instructions in the challenge course folder **before use! One-on-one spotting is necessary at all times. Covered shoes must be worn on the challenge course. Adults under the influence of alcohol are not permitted to use or supervise the challenge course.**
- **Activity Centre:**
  - Children must be supervised in Activity centre at all times.
  - The climbing wall is out of bounds unless a qualify AOEC instructor is present.
  - Benches must stay in front of the climbing wall when the activity centre is used for anything other than climbing.
  - No Food and Drink is allowed in activity centre.
  - Only soft Balls can be used. Ask AOEC Management if you need soft balls.
  - Lights off when you leave building.
  - The door must be locked when no-one is using the activity centre.
- **Bush Walks & Swimming Hole:** When going for walks in the bush or to the swimming hole, **be well prepared.** Everyone must wear appropriate footwear (no jandals, crocks or scuffs), take something warm, water, snacks and a first aid kit. Make yourself familiar with **the outdoor code** (this is displayed in the dinning room and in all the dorms). Please stay on the track at all times.

- **Departure**
  - **Expected Departure Time: Please contact Duty Manager at least 1 hour before expected departure time.**
  - **Departure Clean Check List:** Every area has a departure cleaning check list clearly displayed. Delegate an adult to each area (students can help, **but do not expect students to do cleaning with out guidance and supervision**). To make the job easy and not to miss anything, **please work through the check list** from top to bottom.
  - Group Leader please inspect & sign off Departure Clean Check to ensure that everything has been done. **(your deposit refund depends on this)**
- **Mop Instructions**
  - **Yellow Mops in Kitchen:** These are for the Main building Lino floors only. Use with **blue pads** from the kitchen
  - **Green Mops in Boiler Room:** These are for the Ablution Blocks , Dorms and Activity Centre. Use with **green pads** from Boiler room.
  - Do sweep or vacuum first.
  - Do not use a bucket of water as you would with conventional mops.
  - Use Microfibre pads provided (**Blue in Main Building** and **Green in Ablution Blocks and Dorms**)
  - Use BioZyme cleaner provided.
  - Start at one end of the room.
  - Spray or squirt BioZyme on floor and mop surface in zigzag movements, moving backwards, so not to walk over mopped surface.
  - Replace mop pad when dirty or rinse under warm water and carry on using the same pad.
  - Please all dirty pads and cloths in Laundry tub on departure.

**Please do not hesitate to give us any feedback so we can constantly improve**

# Welcome Talk to Students

## Have Fun – Learn Something New – Be Safe

### 3 Guiding Principles - The 3 BIG C's

1. **Common Sense:** in everything you think, say or do, is it common sense?
2. **Courtesy:** Be at all time respectful to your peers, teachers, parents, instructors and members of the public
3. **Consideration:** With everything you do be considerate of the Environment

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### Stay within the boundaries

- Where you are allowed to go: **driveway, concrete and grass areas**
- If you can't see the main building, you are out-of-bounds
- Please **don't wander off into the bush** as it's very easy to get lost and it leaves unwanted tracks - please help us protect our precious bush
- **Out of Bound Areas:** Bush in Centre of Driveway, anywhere in the bush and off a DOC track (orange triangle), water tanks
- Activity Centre, Challenge Course and Shelter Building can only be used with adult supervision

### Emergency Procedure

- Fire Alarm - what to do when you hear this
- Leave building quickly and calmly – assemble at tree in field – Roll call

### Respect the local wildlife, trees and plants at all times

- Environmental Care Contract - you are the future guardians of this land
- If you want to do any nature art work or do shelter building with the natural materials, please only use the dead leaves and branches etc from the ground.
- Please don't squash any bugs, spiders or wetas!

### No graffiti

- Please don't write on the tables, walls, posts or on trees!

### Water

We have the best water you can drink here. The best place to fill up your drink bottles is at the drinking fountain outside the boiler room.



## Food Scraps & Rubbish

- What to do with Food Scraps - white bucket with lids. This includes fruit peels, pips, peels and the food that accidentally drops on the floor.
- If you drop food outside, please pick it up and put it in the food scrap buckets
- Recycling: No 1 & 2 Recyclables, like drink bottles, tins,
- Rubbish: glad wrap, empty packets
- No food whatsoever in dorms - you don't want to find a possum in your bed
- Empty lunch boxes before going into dorms, empty lunchboxes to be washed at a suitable time - separate food scraps, wrappers and packets, recyclables, food you may want to still eat today, unopened bought food and whole pieces of fruit, that can be eaten later at camp or can go to food bank
- Fruit Stickers, please do not drop them on the ground. Sticker Sheets inside which helps to get sports equipment for lodge
- **don't leave any food lying around inside or out** as this will encourage possums, wasps, rats and mice and sparrows

## Bunk Rooms

- Bunk rooms are for sleeping, quiet time and getting changed, not playing!
- Bottom bunk if you are a sleep walker or need to go to toilet often at night.
- Please be careful on the top bunks - there is a concrete floor underneath.
- Use the ladder - face the ladder - climb out of your sleeping bag first - don't skip the bottom rungs of the ladder and jump - reminders are in each dorms
- Keep the doors closed to all the buildings after dark - POSSUMS
- Lights off when you leave the building/ sleeping cubicle
- **No** Food in Bunk Rooms whatsoever
- Keep you Dorms clean, because you will be cleaning them at the end of the camp

## Toilets & Showers

- Keep the toilet doors closed at all times - it keeps wildlife like birds & possums out
- Do not waste water - make sure taps are turned off. What happens if we ran out of water? No Drink, No Shower, No water to extinguish fire in an emergency.
- Keep you Toilet/Shower area clean, you will be cleaning them at the end of the camp
- **Please do not use any wipes and never flush them down the toilet.**
- **Brief the girls separately on the correct disposal of sanitary items:** Please do not flush sanitary items down the toilet.

## Activities

- **Challenge Course:** Adult Supervision on Challenge course required. Covered shoes must be worn. **1: 1 Spotting is necessary at all times.** No more than 3 people on each section or platform, don't swing the log stepper bridge
- **Climbing Wall & Activity Centre:** The indoor climbing wall can only be used with an AOEC instructor. Adult supervision required when in Activity Centre. Dress code on Climbing Wall: shorts must at least reach mid thigh. Long hair must be tied up. Bare feet are best. Wash your hands after your climbing session
- **Archery:** No bare feet. covered shoes. Dress according to the weather: warm tops, rain coat, sun hats, sun lotion, insect repellent, water. A gate code is required when entering and exiting by foot. An adult in your group will have this code. Please do not climb over the gate or ride on the gate under any circumstances.
- **All other activities:** Covered shoes must be worn for all activities, be prepared for all conditions and adhere to the outdoor safety code at all times