

# Orton Bradley Park Campers' Manual

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## **Keys and access**

### Getting in

To enter the building, unlock the glass side door on the Eastern side. You need to get the combination of the padlock off OBOEC or OB Park.

### Garage doors

To open the garage doors turn the two steel bars at the side of the doors near the bottom.

## Other doors

By the front door is a set of keys  
 The blue one opens the front door  
 The red one opens:

- The shower block
- The toilet cleaning equipment room
- The school room (for rainy days)
- All the locked gates in the park (emergency only)

The other key opens the gas bottle shed next to the wood shed  
 Please look after these keys and make sure the buildings are left secure.

## Emergency

### Security

Orton Bradley Park is open to the public during the hours of daylight. The gates are closed at night and may be locked. The red key on the hook in the cupboard will open this.  
 If you have problems with security contact Ian Luxford the Park Manager (329 4730) who lives on-site.  
 (House signposted on the left as you drive up the main entrance)

### Telephone

An emergency telephone is available in the Park manager's office in the cottage. There is good cell phone coverage on all networks at the camping site.

### Fire

**Please appoint a fire warden on arrival**

**The fire warden must:**

- Check the gauges on the 2 fire extinguishers located near each door.
- Check and test the smoke alarms in each room on arrival.
- Check and test the high volume fire hose at the East side of the kitchen building.
- Check EXIT signs are visible and all doors are unobstructed
- Check pot belly is clear of flammable material such as paper or firewood stacked too close.
- Ensure the above points are maintained throughout the entire camp

If there are any problems, contact the Park Manager 027 242-9300

### First Aid

**OBOEC** staff are qualified in first aid and will also have first aid kits with them.  
 For emergency care call 111, or Diamond Harbour Medical Centre 32944902

### When the weather turns bad

The schoolroom (in the historic area) is available to use in inclement weather. The red key on the hook in the cupboard will open this. Orton Bradley Outdoor Education Centre has a one-day program we can run at very short notice based in the schoolroom.

Occasionally the schoolroom may be booked by other groups who will have preferential access.

Orton Bradley Outdoor Education Centre cares about the quality of your camping experience. We live in Diamond Harbour and are available 329-3093 at any time if you have a problem. An alternative venue is usually available at short notice in the Diamond Harbour Community Hall.

Emergency raincoats, blankets and bush shirts are available in the civil defence lockers in the back. Please use these if anyone is unprepared for the weather.

## Water

### Plumbing problems

Contact, Ian Luxford, Park Manager 027 242-9300 **immediately** if you have any problems with plumbing.

## Hoses

There is a hose attachment for cleaning out the shower block at the end of the shower. There is a high volume fire hose near at the East side of the kitchen building.

## Drinking water

Water in the kitchen outside sink and the tap outside is safe to drink.

Water in the fire hose, toilets and shower block is **not** treated.

If the drinking water system fails, there is a 500 litre back up tank on top of the shower block. Please ration this tank if there is a large group.

## **Rubbish**

There is no rubbish collection available. All groups must supply their own rubbish bags and take their own rubbish away with them. Orton Bradley Outdoor Education Centre staff will organise to take your compost away

## **Gas**

### 40kg commercial bottles

During our peak season (terms 1 and 4) there are 2 large gas bottles supplied for the shower block and reticulated gas system in the base building. These bottles are replaced every week and under normal use they should be sufficient to meet a week's demand.

### 9kg small gas bottles

The small bottles act as a back up for the large, run the barbeques and are the main supply in off peak. There are 3 bottles labelled "OEOEC Pony Club". They must be filled in town. Contact the Park Manager 027 242-9300 or fill them your self if empty.

## **Tent sites**

The most sheltered site for camping is behind the kitchen building.

Gum trees drop branches very easily. Please camp away from the very large gum trees behind the base.

Think about the expected wind direction during your camp so that your tents are pitched in a sheltered site.

## **Kitchen**

### **Gas Hobs**

To start the three gas hobs use a lighter or matches.

### **Gas Oven**

#### **To start**

1. To start with a lighter.
2. Turn on gas knob and hold in.
3. Light bottom element (you must remove bottom plate).
4. Continue holding knob in until the safety cut out has heated up (about 20s)

#### **Capacity**

The gas oven is small and best used for small quantities, or keeping food warm. Baking or roasting is not recommended.

### **Califont (Hot water heater)**

If every thing is working well the hot water system is totally automatic, just turn on a hot tap for hot water.

Do not turn the flame knob (left) up to high. It has been immobilised to prevent this.

Keep the right hand knob near the centre. If water is coming out too hot, turn this knob down (anticlockwise)

#### **Trouble shooting**

- Run the hot water tap and the califont should start automatically.
- If you hear a clicking noise, but the califont doesn't fire (no blue flame visible in the window); then check that the gas is turned on and there is gas in the bottle.
- Because the water pressure varies in the park, the amount of flow required to trigger automatic sparking of the califont may need adjusting. If there is no sparking (no continuous clicking noise) and the water pressure seems low; then turn the right hand knob clockwise. Turn back anticlockwise to increase the flow once califont has started.
- If there is a good flow of water, but the califont is not sparking the batteries may be flat. Replace with 2 D size batteries. (this is rare as batteries last more than 4 years.)

### **Washing-up**

In the interests of food safety, we recommend air-drying dishes when possible, using the racks provided.

### **The Potbelly Stove**

There should be firewood in the shed. Feel free to use it. If it's running low contact Ian Luxford the Park Manager 027 242-9300 for more.

If any pieces of wood are too big to fit in the potbelly, please put them beside the woodshed (not in it) The potbelly will not burn if it is clogged with ash. Check and empty ash before lighting. If no coal or plastic is burnt you may scatter the ashes outside (remove any nails first). Otherwise put cooled ashes in the rubbish.

## **Showers/Toilets**

### **To make the showers go**

Water heaters should start automatically once about 2 or 3 showers are turned on. If only one or two showers are needed, then turn on several until water starts coming through hot, then turn off unneeded showers.

Water heaters will turn off automatically when showers are stopped.

### **Trouble shooting**

If no water is flowing check the water is turned on at the valve on the ground towards the back.

If still no water, run the fire hose (it's on the same system) if it doesn't go contact the park manager.

If lights and water are on, but water isn't getting hot: Check at least one gas bottle is connected to the regulators on the West side of the shower block. Check the bottles valve is turned on. Check there is gas in the bottle. Make sure the 3 yellow valves on the gas lines are open (in line with the pipes)

### **To clean the showers**

Use the hose inside the showers daily. Depending on need, scrub mud off with a brush.

At the end of camp please clean the showers and leave them as you would like to find them.

### **Which toilets to use**

Both toilet blocks are shared with members of the public and cleaned weekly by Park staff. You may use either or both blocks.

### **To clean the toilets**

Park staff clean the toilets. There is a cleaning shed behind each toilet block. The key to open this is why the front door of the kitchen. Any problems call park management Ian Luxford 329-4730 Mobile 027 242-9300

### **Toilet paper, soap and paper towels**

Orton Bradley Park supplies toilet paper, soap and paper towels. If you run out please get more from the cleaning shed in the toilet block closest to the main road. The key to open this is by the front door of the kitchen

## **Schoolroom**

The schoolroom is available for you to use it has electricity and can comfortably fit 30 people. Please contact **Orton Bradley Outdoor Education Centre** or the park manager to arrange to use it. The red key on the hook inside the cupboard will open the school house.

## **Before leaving**

### **Cleaning up**

- Clean and put away all dishes
- Wipe down all surfaces including around gas hobs
- Clean oven
- Clean BBQs
- Empty ashes from potbelly
- Sweep and mop floor in main room
- Empty chest & fridge of all food, wipe down inside and leave open
- Sweep floor in back room
- Empty and clean fridge and freezer

### **Shower**

- Check each cubicle for lost property and rubbish

- Use hose to clean all 10 cubicles and drains in floor
- Make sure that any rubbish pushed out the front does not go down the drain. (it will block)

### Locking up

Reverse the procedure under “Keys and Access” Pg 2. Please make sure the buildings are left secure.

### Rubbish

You must take all your rubbish with you. Please check any rubbish bins and the grounds for rubbish

**Appendix Emergency contacts****In a life threatening emergency dial 111****Diamond Harbour Medical Centre**

Appointments and out of hours calls 329 4402

**Moorhouse Medical Centre**

3 Pilgim Place, Christchurch Ph 3657900

8am- 10pm 7 days

**After-hours surgery, Christchurch**

Corner Bealey Ave and Colombo Street Ph 365 7777

Weekdays 5 p.m-8 a.m.

Public holidays, weekends open all hours

**Orton Bradley Outdoor Education Centre**

Pete Ozich and Kirsten Mackay 329-3093 or

021-215 8989

021 176 9640

**Orton Bradley Park manager**

Ian Luxford 329-4730

Mobile 027 242-9300

**Emergency telephone**

Go to park manager's house

There is good Mobile coverage on all networks