

Thank you for choosing **Belgrave Heights Convention** for your school camp.

We are looking forward to your arrival.

This **Teachers Resource Manual** will answer many of your questions however please feel free to contact us should you wish to further discuss any details regarding your camp.

We are happy to help.

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Teacher in Charge CHECKLIST

ARRANGE TO VISIT Belgrave Heights Convention:

If you've never been here before or want to take another look around, book a site tour through our office. This will help with familiarising yourself with our site and facilities and assist with allocating guests to rooms.

QUESTIONS:

We are more than happy to answer any questions you have along the way.

For all enquiries please direct them to our School Camp Coordinator: schoolcamps@bhc.org.au

CONFIRMING DETAILS:

We will ask for your camp details to be confirmed. Please take close attention to student numbers, arrival and departure times and notify us immediately to confirm or update these details. We will also ask if you would like to include an excursion in your program or if you would like us to arrange buses for you.

ACTIVITY PROGRAM:

Based on your confirmed details, a program will be completed and emailed to you

APPOINT CAMP PERSONNEL:

Teacher in Charge to liaise with our Office and School Camp Coordinator regarding all details of camp.

Meals Coordinator to liaise with our Catering staff regarding special diets and meal procedures whilst on camp.

First Aid Officer with adequate first aid training. Please ensure your group brings a first aid kit to camp.

PRIOR TO CAMP:

Please update the following information

- Confirm final numbers
- Any birthdays to be celebrated at camp
- Special diets – have they all be submitted?
- Anaphylactic Action Plans (if applicable). These must be in colour and with a photo attached
- Assign campers to beds/rooms
- Menu requests (if any)

ON ARRIVAL AT Belgrave Heights Convention:

Your host will greet you as you depart the buses. Once settled in, your host will conduct a safety and camp procedure briefing with your group and will present the Teacher in Charge with an information pack.

END OF CAMP:

Please complete the necessary paperwork and return to your host on departure. If you would like to discuss future camp dates and rebooking, please head to the office prior to your departure.

WHAT TO BRING TO CAMP

CAMPERS

Essential clothing and equipment all students must bring:

- ♣ Raincoat
- ♣ Warm jumper
- ♣ Long pants
- ♣ Shorts
- ♣ Woollen or Polar fleece jumper (at least one)
- ♣ T-shirts
- ♣ Long sleeve top
- ♣ Changes of underwear
- ♣ Socks
- ♣ Pyjamas
- ♣ Sneakers
- ♣ 1 additional pair of closed toe shoes (in case of wet weather)
- ♣ Sun hat
- ♣ Water bottle
- ♣ Bathmat
- ♣ Shower Towel
- ♣ Beach Towel
- ♣ Sleeping bag or Doona & Sheets
- ♣ Own Pillow

Note:

- ♣ Campers must bring a long-sleeved non-synthetic shirt or jumper, long trousers, and a hat, as recommended by the Ministry of Education and the Country Fire Authority.
- ♣ Staff should communicate to students what money they may need for incidentals during the program.
- ♣ All personal items and baggage should be clearly marked with the owner's name.
- ♣ A policy on portable music players should be communicated to students and parents. Where such items are allowed, it should be made clear to parents and students that no responsibility will be taken for any loss.
- ♣ A policy on mobile phones should be communicated to students and parents. Where such items are allowed, it should be made clear to parents and students that no responsibility will be taken for any loss, see School Policy and Advisory Guide – Students Using Mobile Phones.
- ♣ As a health precaution students are advised not to bring aerosol propellant cans e.g., deodorant sprays.
- ♣ This pro forma provides one suggested list of clothing and equipment. There may be other essential or useful items and as such it is not an exhaustive list.

Teacher in Charge

- ♣ First Aid Kits
- ♣ Staff Car (for emergencies)
- ♣ Mobile Phone
- ♣ List of all campers' students and staff/adults (full name)
- ♣ Duty and Room Lists
- ♣ Sports Equipment (for free time)
- ♣ Equipment for Night Activities
- ♣ Dietary Information (to be sent prior to arrival)

Toiletries

- ♣ Soap and Shampoo
- ♣ Toothbrush and Toothpaste
- ♣ Deodorant (no aerosol sprays)
- ♣ Face washer
- ♣ Hairbrush/Comb
- ♣ Insect repellent

Personal equipment

- ♣ Torch with batteries (fully working)
- ♣ Personal medical requirements
- ♣ Any required medicine
- ♣ Camera

For Winter Programs

Clothing

- ♣ Gloves
- ♣ Beanie
- ♣ Scarf
- ♣ Warm Overcoat/Rain Jacket
- ♣ Wet weather shoes

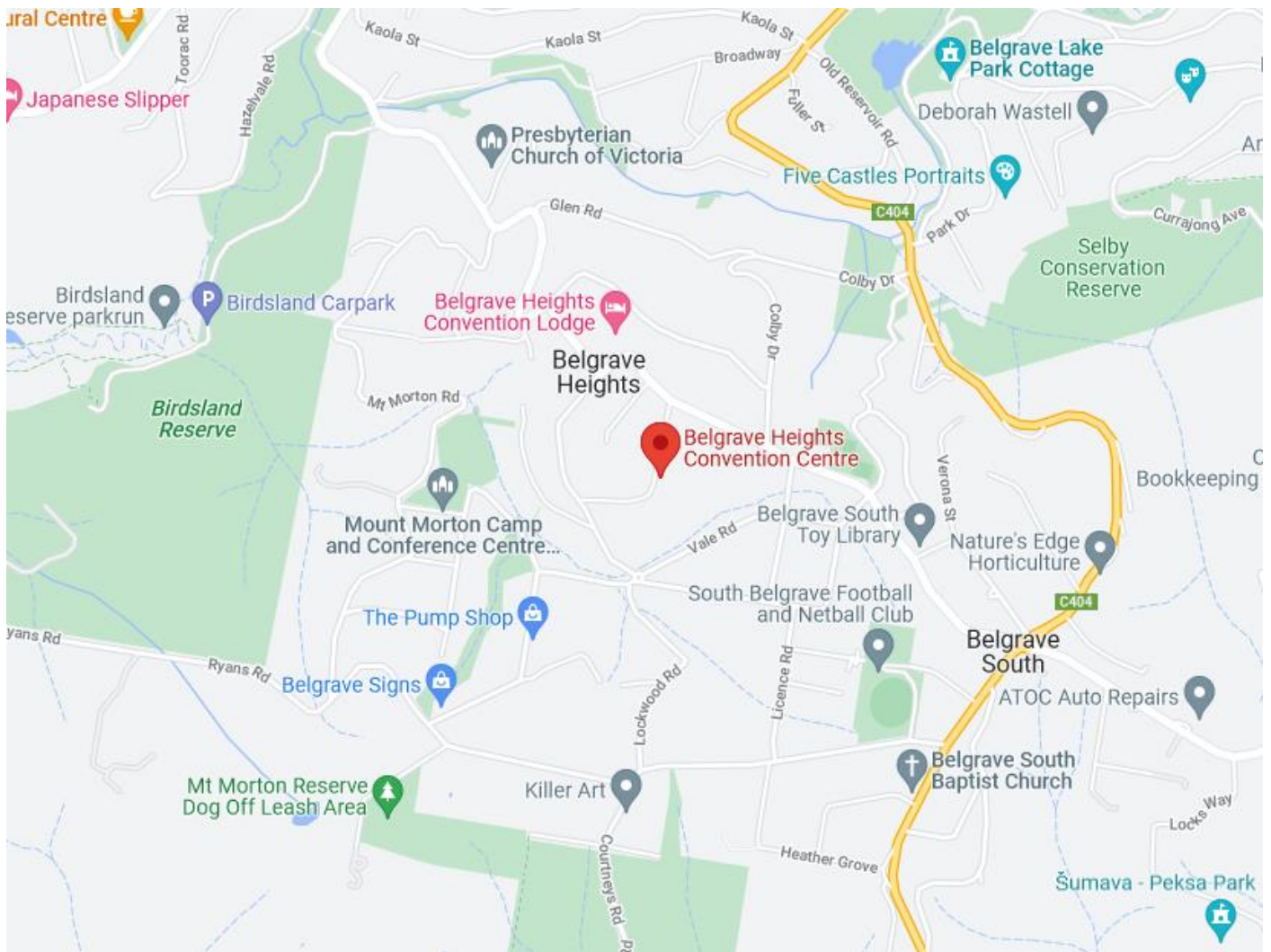
LOCATION

3 Convention Ave,

Belgrave Heights VIC 3160

<https://goo.gl/maps/ATWrnJknYNxk8izLA>

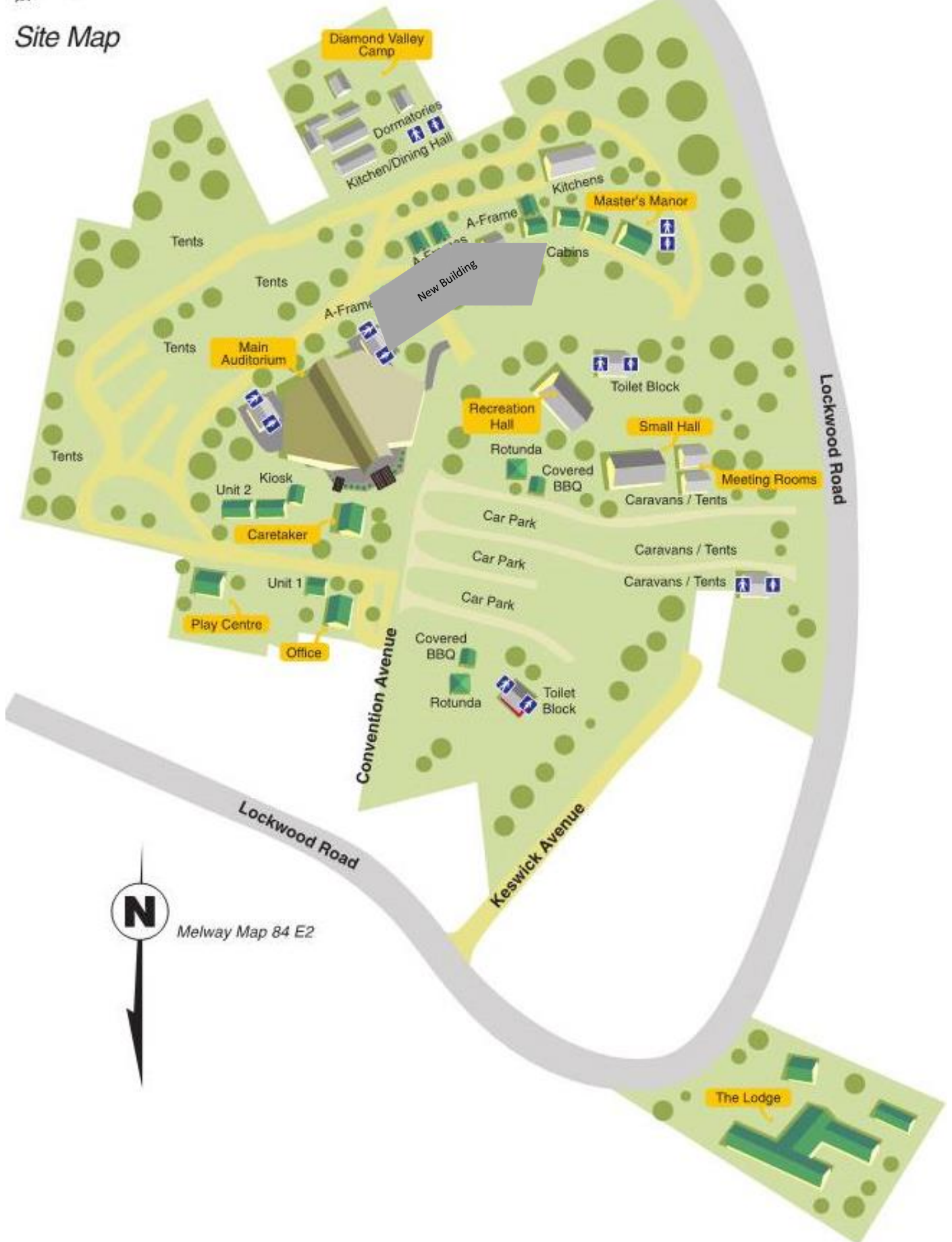
Melways Reference: 84 E3





Belgrave Heights Convention

Site Map



Melway Map 84 E2

FACILITIES

Outdoor Activities –

- Playground
- Initiative activities NB. Can be indoor or outdoor depending on the weather.
- Outdoor eating space
- Nature Walks
- Natural creek habitat
- Campfire Pit
- Camp Cooking
- Damper Making
- Tents available for an overnight experience under Canvas.

On-site Facilities –

- Lounge
- Dining
- Rec Hall
- Auditorium Large
- Auditorium Small
- Teachers retreat
- Multiple Breakout/ Meeting rooms
- Data projectors / screens
- Microphones
- Staging

Off-site Options –

- Tree Top Adventures
- Birdland Reserve including Southern Dandenongs Community Nursery
- Puffing Billy Railway
- Lysterfield Park
 - mountain bike trails
 - Bike Camps
 - Sailing School (Feb-Mar) and (Oct-Dec) for secondary only
- Montague Orchard Fruit Picking and Packing House (seasonal)
- Dandenong Ranges National Park and Education Centre
- Grants Picnic Ground
- Belgrave Lake Park
- Baluk Willam Nature Conservation Reserve
- Minak Reserve
- Tim Neville Arboretum
- Ferntree Gully Quarry Recreation Reserve

MEETING ROOMS AND LOUNGES

The Teacher in Charge is responsible to ensure that all heaters (not on self-timers) are turned off when unattended, and before retiring from these areas.

PARKING

-Parking is available in designated parking lots only.

ARRIVAL & DEPARTURE TIMES

Your arrival and departure times are detailed on your Booking Form. Please keep your arrival and departure to within the contracted terms.

DINING ROOM

Our versatile dining area accommodates up to 150 guests, providing a fully catered, cafeteria-style service.

DINING ROOM ROUTINE

Dining Room Briefing

Belgrave Heights Convention Catering staff will brief the entire group prior to the first meal on dining room procedures and requirements.

Order of Service for Meal

The adult supervisor will call one table at a time to file past the servery, typically starting with the special diets first.

Duty Groups

Are needed to set tables 15 minutes before each meal and to clear the tables, wipe the tables, and vacuum the floor after each meal. This needs to be under the supervision of a school staff member.

Adult Supervision

It is important to have appropriate supervision for Special Diets and Duty Groups.

Tea and Coffee

Available at all times for adults from the beverage area.

MEALTIMES

Your first and last meals are listed on your Booking Form. If the first meal provided on the day of arrival is afternoon tea, students will need to bring their lunch and morning tea. If the last meal provided on the day of departure is lunch, a packed lunch may be able to be arranged if an earlier departure is required. Please enquire before your arrival.

Meals include a wholesome variety of dishes with plenty of fruits, salads, and vegetables. Most dietary requirements can be catered for at least 10 days prior to camp.

Birthday cakes can be prepared by kitchen staff with advance notice via the School Information Form.

Mealtimes are normally (check your activity program):

Breakfast 7.45 am

Lunch 12.00 pm

Dinner 6:00 pm

Morning Tea, Afternoon Tea, and Supper are provided and left for distribution at the Teacher in Charge's discretion.

The Teacher in charge is responsible for ensuring the group arrives at duty and meals on time.

SPECIAL DIET/ ALLERGY INFORMATION

We ask for all special dietary requests to be submitted prior to your arrival to guarantee we will have the supplies/staff on hand to provide for your requests.

Examples of special diets we can cater for:

Anaphylactic (including traces)	Allergic	Intolerant	Other
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Peanuts	<input type="checkbox"/> Gluten	<input type="checkbox"/> Vegetarian
<input type="checkbox"/> Tree nuts	<input type="checkbox"/> Tree nuts	<input type="checkbox"/> Gluten (Coeliac)	<input type="checkbox"/> Pescatarian
<input type="checkbox"/> Wheat	<input type="checkbox"/> Wheat	<input type="checkbox"/> Lactose	<input type="checkbox"/> Pesco Pollo Vegetarian
<input type="checkbox"/> Eggs	<input type="checkbox"/> Eggs	<input type="checkbox"/> Dairy	<input type="checkbox"/> Vegan
<input type="checkbox"/> Fish	<input type="checkbox"/> Fish	<input type="checkbox"/> Fructose	<input type="checkbox"/> Halal
<input type="checkbox"/> Shellfish	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Additives	
<input type="checkbox"/> Dairy	<input type="checkbox"/> Dairy		
<input type="checkbox"/> Sesame	<input type="checkbox"/> Sesame		
<input type="checkbox"/> Soy	<input type="checkbox"/> Soy		

Please ensure one adult staff member is responsible for all dietary information. This person will need to meet with the Belgrave Heights Convention Catering staff upon arrival to camp. All guests with special dietary requests will need to introduce themselves to the catering staff at each meal to ensure they receive the appropriate meal.

Please Note: The above categories are examples of the dietary needs that we are able to cater for. For those who do not have a straightforward diet, we request that a guardian call our Catering Co-ordinator on [\(03\) 9752 6855](tel:0397526855) at least 10 days prior to camp to further discuss.

For any diets that we are not able to cater for, we recommend that pre-prepared snacks & supplies be brought to camp. There is a fridge and microwave in the dining room for your groups use. A fruit basket is available 24 hours.

Please note that Belgrave Heights Convention is an Allergy Aware campsite. **DO NOT** bring any NUTS or items that contain NUTS (i.e., Nutella, Peanut Butter, Pesto Dip, Chocolate containing nuts etc.) on camp. Please ensure this is relayed to all staff and parents and students.

END OF CAMP CLEANUP

To allow for cleaning, guests need to vacate rooms by the time listed on your program

Accommodation Rooms

- Remove all personal belongings
 - Ensure each bed has the appropriate mattress
 - Ensure that rooms are left neat and tidy
- Teacher in Charge:
-

Small Hall and Meeting Rooms

- Put all rubbish in the bin and leave everything neat and tidy
 - Tidy furniture and stack chairs
 - Return any borrowed equipment to Belgrave Heights Convention Camp Facilitator
- Teacher in Charge:
-

Grounds

- Pick up any rubbish and put in bin
 - Collect Lost Property and put in a central location for collection
- Teacher in Charge:
-

Dining Room and Lounge

- Wipe down tables
 - Put all rubbish in the bin and leave everything neat and tidy
 - Tidy beverage area
 - Vacuum Floor
 - Tidy tables and leave chairs neatly placed at the tables.
- Teacher in Charge:

EMERGENCY PROCEDURES

IN EVENT OF FIRE OR EMERGENCY

EVACUATE PEOPLE IN IMMEDIATE DANGER

NOTIFY CAMP STAFF

Camp staff will raise the alarm by a siren

Camp staff will call Emergency Services

ON HEARING THE ALARM

EVACUATE TO THE FRONT CARPARK

NEAR The Evacuation Point Sign on Driveway.

ALL PERSONS WILL BE ACCOUNTED FOR

Campsite Staff will co-ordinate the Emergency Procedures

Evacuation from the site WILL NOT be attempted unless under the direction of Emergency Services

Where site evacuation is deemed necessary, evacuating vehicles will proceed to a safe place under the direction of Belgrave Heights Convention staff or Emergency Services

FIRE DANGER PERIOD

FIRE DANGER PERIOD RATING	Steps to be taken are as follows (where possible):
CODE RED (CATASTROPHIC)	<ul style="list-style-type: none">• GUESTS ARE REQUIRED TO LEAVE THE SITE AS PER CFA FIRE DANGER RATING GUIDELINES• ALL STAFF ARE RELEASED FROM DUTY AFTER GUESTS HAVE BEEN EVACUATED
EXTREME SEVERE	<ul style="list-style-type: none">• Guests are encouraged to follow their own bush fire plan but are welcome to stay as per booking• The guest leader should be advised of any important changes, local incidents and weather conditions• The CFA should be notified of group occupancy numbers• If you are leaving the property ensure that you sign out on the register in the office
VERY HIGH HIGH	<ul style="list-style-type: none">• The guest leader should be advised of any important changes, local incidents and weather conditions
LOW-MODERATE	<ul style="list-style-type: none">• Operations as per normal

If your fire plan is to evacuate our site other than on a Code Red day, please contact the office and advise prior to camp.

EMERGENCY CONTACTS

PLEASE INFORM EMERGENCY SERVICES OF:

1. Location **Belgrave Heights Convention
3 Convention Avenue**
2. Nature of Incident
3. Number of Patients
4. Phone Number: [\(03\) 9752 6855](tel:0397526855) (Office)

Please note: If an emergency occurs after office hours, provide emergency services with your mobile number. All main mobile phone carriers cover this area.

EMERGENCY CONTACT PHONE NUMBERS

Police, Fire or Ambulance in emergencies Dial 000 and give above details.

Belgrave Police [\(03\) 9754 6677](tel:0397546677)

Boronia Police [\(03\) 9760 6600](tel:0397606600) Operates 24 hours

Belgrave Heights & South Fire Brigade 24 hours [\(03\) 9754 5298](tel:0397545298)

Vic Bushfire Information Line 1800 240 667

State Emergency Service (SES) (03) 9684 6651 Wait by phone 5 minutes for contact

Doctors:

Belgrave Medical Clinic (03) 9757 8000

1575 Burwood Highway Tecoma Vic 3160

After Hours Doctors:

Doctor's Care Network After Hours GP Service 1300 766 858

157/159 Scoresby Rd, Boronia VIC 3155

Angliss Hospital 1300 342 255

39 Albert St, Upper Ferntree Gully VIC 3156 (10-minute drive)

RACV 13 1111

After Hours Emergency ONLY Belgrave Heights Camp Coordinator–
Belgrave Heights Site Manager –

User Information Register

The Health (Prescribed Accommodation) Regulations 1990 Statutory Rule No 81/1990 requires that name of **EVERY** person (**including staff**) staying at the campsite be kept in a register.

PLEASE BRING THIS FORM TO CAMP (OR A COPY OF YOUR OWN ROOM LIST) AND HAND TO BHC STAFF ON ARRIVAL.

Name of Group _____ Contact Person _____

Address of Group/Contact person _____

Phone Number _____ Group arrival date ____/____/____ Departure date ____/____/____

NAME	ROOM NO.	NAME	ROOM NO.

Privacy Statement Information gathered is treated as confidential, used only for the reason gathered and not given to a third party. A copy of our privacy policy is available at www.theisland.cyc.org.au

ACTIVITY OVERVIEW

PARTICIPANT RESPONSIBILITY

Participants are required to:

- Follow safety guidelines and instructions
- Act sensibly, with the welfare of the other group members in mind
- Listen to leaders and stay at the activity location unless other arrangements have been made

LEADER/PARTICIPANT REQUIRED EXPERIENCE

For leader/participant required experience please see specific activity description

APPROPRIATE PARTICIPANT CLOTHING

All activities require participants to have:

Closed toe shoes for all activities

Long shorts and a sleeved t-shirt minimum for harnessed activities (Tree Top Adventures)

Sunscreen and hat (during warmer months)

FIRST AID REQUIREMENTS

The person responsible for first aid should attend to all first aid needs for group members. Their location should be noted before commencing the activity. The group leaders are responsible for administering any first aid requirements to participants.

Groups should come prepared with additional basic first aid kits to take with them for off-site activities.

WEATHER

Outdoor activities are not suitable for operation in adverse weather conditions e.g., thunderstorms, strong winds and constant rain. A wet weather program will be implemented in these conditions.

EMERGENCY RESPONSE

All campers are made aware of the emergency evacuation procedure upon arrival at camp. In case of an emergency, the entire group should stop the activity and make their way as a group to the emergency evacuation area. In case of an injury requiring treatment, the group should stop the activity and be seated together nearby. Someone should be sent to obtain extra assistance if necessary. Camp site staff should be informed as soon as possible.

IN EMERGENCY NOTIFY

Emergency services

Campsite Management

See Emergency Procedures - Section 1

SAMPLE School Camp Program Template

	DAY 1	DAY 2	DAY 3
TIME	School-TTA-BLP-BHC	BHC	BHC-Birdsland Reserve-School
7:00-7:30		WAKE UP	WAKE UP
7:45-8:30	Leave School on Bus	Breakfast	Breakfast
9:00-10:15		Nature Scavenger Hunt	Pack Up
10:15-10:45	Arrive at Tree Top Adventures 10am	Morning tea	Morning tea
10:45-12:00	Tree Top Adventures 10-12:30	Orienteering - Whole group	Birdsland Reserve-with Swinburne PrimeSCI Activity 1 9:45-11:00(Rotating Groups) Activity 2 11:00-12:15 (Rotating Groups)
12:00-1:00	Drive to Belgrave Lake Park?	Lunch	Packed Lunch??? At Birdsland Reserve
1:15-2:15	1pm Lunch and Play BLP?	Rotating Team activities Games - Fingertip Hula Hoop/Human Knot	Activity 3 Free Walk? Teacher Guided Walk? If time is available before bus.
2:15-3:15	Leave BLP for Camp 2:30	Down to One Triangle game	Back To School
3:15-3:45	Camp Arrival Welcome and Room Assignments	Afternoon tea	
3:45-4:45	3.45 Afternoon Tea	Centipede	
4:45-5:45	4:15-5:45 Welcome Activities	Traffic Jam / Gutter Ball	
6:00-7:00	Dinner	Dinner	
7:00-8:30	School To Arrange – Options given	School To Arrange – Options given	
8:30-8:45	Supper	Supper	
8:45-9:00	Bed	Bed	
9:30pm	Lights Out - Noise Curfew	Lights Out - Noise Curfew	
MEALS			Bus Trips
2 Breakfasts	2 Morning Tea		Offsite Activities
2 Lunches	2 Afternoon Tea		Onsite Whole-group activities
2 Dinners	2 Supper		Onsite Team Rotating Activities

CAMPFIRE COOKING

LOCATION

On site – Campfire area.

DESCRIPTION

Participants will work as a group to make a fire and damper dough and to then cook it as individuals.

Equipment and ingredients will be provided by BHC staff.

AGE SUITABILITY

Grade Prep and above.

RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore ratios are set based on BHC recommendations of 1 Leader to 20 Students.

ACTIVITY STAFFING

This is run by user group leaders who have been trained on the campfire rules and safety procedures, by BHC staff. The leader is also responsible for overall supervision, behaviour, and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

CAMP COOKING Staffing		
Organisation	Staff Required	Participant numbers
Belgrave Heights Convention Staff	N/A	N/A
School Staff	1	1-20

NOTE: if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Campfire rules and safety procedures, by BHC staff. Leaders do not need any previous experience with the Campfire, however some experience in cooking is recommended.

ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

FRISBEE Golf

LOCATION

Around the front oval.

DESCRIPTION

Using frisbee's, the participants are to hit the numbered poles following the designated course. Accumulating a score, the lowest score wins.

AGE SUITABILITY

This activity is suitable for participants aged Grade Prep and above.

RATIOS

This activity is listed in the AAS or Education Department activity guidelines, and ratios are set based on CYC recommendations of 1 Leader to 20 participants.

ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity, the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour, and safety of the campers for the duration of the activity.

FRISBEE GOLF Staffing		
Organisation	Staff Required	Participant numbers
Belgrave Heights Convention Staff	N/A	N/A
School Staff	1	1-20

LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in Orienteering

ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

ORIENTEERING

LOCATION

On site – On the hill side and in the main carpark

DESCRIPTION

The aim is to navigate their way around the site using a map and clues provided whilst collecting punches from the markers around the course. This is usually achieved in pairs.

AGE SUITABILITY

Grade 3 and above.

RATIOS

This activity is listed in the AAS or Education Department activity guidelines, and ratios are set based on CYC recommendations of 1 Leader to 20 participants.

ACTIVITY STAFFING

This activity is usually supervised by leaders from the user group. Before supervising this activity, the leaders must be trained by site program staff. The leaders are also responsible for the overall supervision, behaviour, and safety of the campers for the duration of the activity.

ORIENTEERING Staffing		
Organisation	Staff Required	Participant numbers
Belgrave Heights Convention Staff	N/A	N/A
School Staff	1	1-20

LEADER REQUIRED EXPERIENCE

Leaders do not need any previous experience in Orienteering

ASSISTANT REQUIRED EXPERIENCE

Assistants need no previous experience.

PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

PHOTO HUNT

LOCATION

On site – This activity covers most areas of the campsite.

DESCRIPTION

Working in groups of 2-3 participants Find, Collect and Answer as many clues and questions as possible in a given time frame. Each group will be given a clue sheet and an answer sheet to fill in.

AGE SUITABILITY

Grade Prep and above.

RATIOS

This activity is not listed in the AAS or Education Department activity guidelines; therefore, ratios are set based on BHC recommendations of 1 Leader to 20 Students.

ACTIVITY STAFFING

This is run by user group leaders who have been trained on the Photo Hunt rules and safety procedures by Belgrave Heights Convention staff. The leader is also responsible for overall supervision, behaviour, and safety of the campers at an activity, to and from the activity and for those campers awaiting their turn.

PHOTO HUNT Staffing		
Organisation	Staff Required	Participant numbers
Belgrave Heights Convention Staff	N/A	N/A
School Staff	1	1-20

NOTE: if participant numbers increase the user group may have to provide extra staff to cover the activity ratios.

LEADER REQUIRED EXPERIENCE

Leaders must be trained in the Photo Hunt rules and safety procedures by Belgrave Heights Convention staff.

ASSISTANT REQUIRED EXPERIENCE

Assistant need no previous experience.

PARTICIPANT REQUIRED EXPERIENCE

Participants need no previous experience

DIAMOND VALLEY CAMP - ROOM LAYOUT

Building 1

Room 1 4 ppl 2 bunks	Room 2 4 ppl 2 bunks	Room 3 4 ppl 2 bunks
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Room 3
1 x Staff

Building 2

Room 4 4 ppl 2 bunks	Room 5 4 ppl 2 bunks	Room 6 4 ppl 2 bunks
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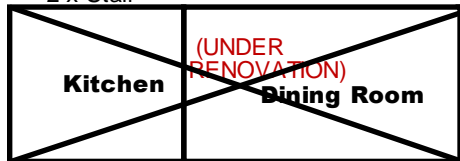
Room 4
1 x Staff

Building 3

Room 7 4/5 ppl 2 bunks - 1 with QS below	Room 8 6 ppl 3 bunks - 1 with QS below	Room 9 6 ppl 3 bunks - 1 with QS below	Room 10 6 ppl 3 bunks - 1 with QS below	Room 11 4/5 ppl 2 bunks - 1 with QS below
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Room 7
2 x Staff

Room 11
2 x staff



Building 5



Building 6

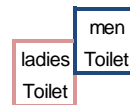


- Room 1 – 4 Students
- Room 2 – 4 Students
- Room 3 – 1 Staff
- Room 4 – 1 Staff
- Room 5 – 4 Students
- Room 6 – 4 Students
- Room 7 – 2 Staff
- Room 8 – 6 Students
- Room 9 – 6 Students
- Room 10 – 6 Students
- Room 11 – 2 Staff
- Room 12 – 6 Students
- Room 13 – 6 Students

Room 13 6 ppl 3 bunks

Room 12 6 ppl 3 bunks

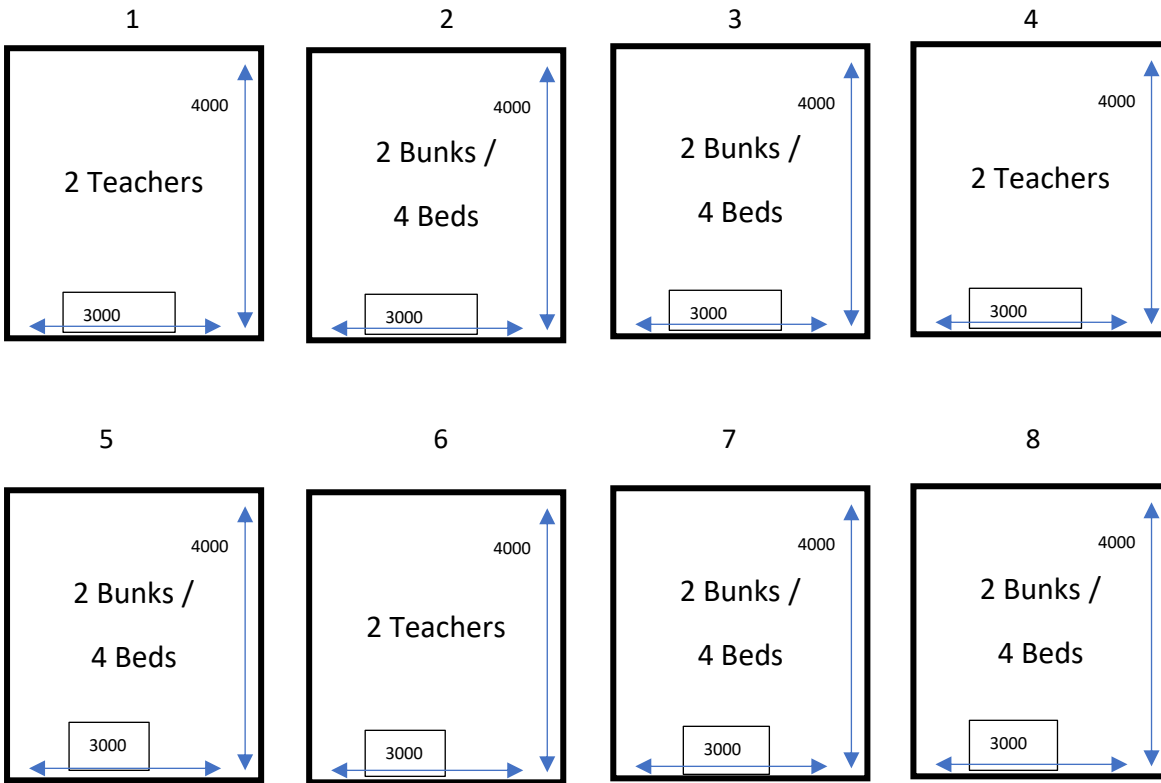
Building 4



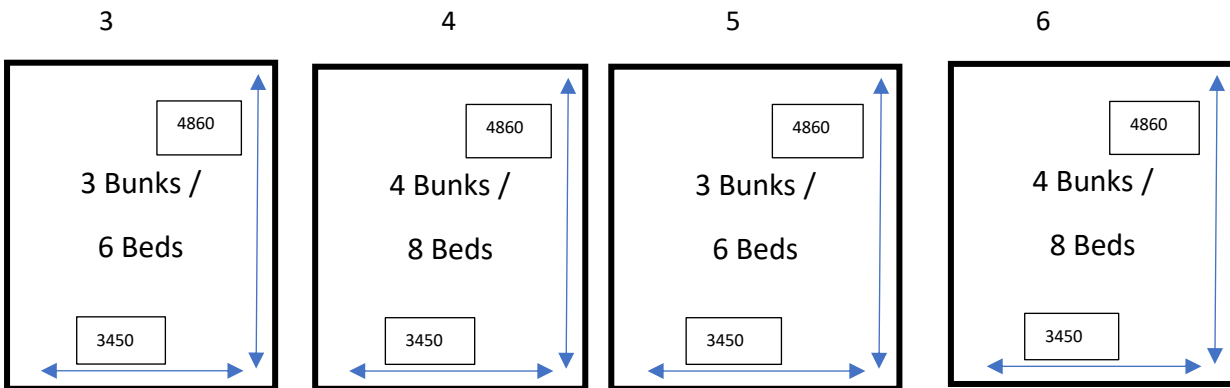
Only bases and mattresses supplied. All other bedding will need to be brought in by guests.

updated February 2022

A-Frames



Cabins





- ⊕ Electrical Power points
- ⊗ Smoke Detectors
- ⊕ Fire Extingisher
- HR Fire Hose Reel
- Exit Exit Signs
- FB Fire Blanket

Staff Rooms

Room 1- 1 Staff	Room 9- 7 Students
Room 2- 1 Staff	Room 10- 5 Students
Room 3- 1 Staff	Room 11- 3 Students
Room 4- 2 Staff	Room 12- 1 Staff
Room 5- 3 Students	Room 13- 3 Students
Room 6- 2 Students	Room 14- 3 Students
Room 7- 3 Students	Room 15- 5 Students
Room 8- 3 Students	Room 16- 4 Students

Total Floor Area - 727 Sq M

Belgrave Heights Convention Building Layout

Lodge



A-Frames – 20 student beds – 6 Teacher beds

Room 1 – Teachers Room

1. _____

2. _____

Room 2 – Students Room – 2 bunks 4 BEDS

1. _____

2. _____

3. _____

4. _____

Room 3 – Students Room – 2 bunks 4 BEDS

1. _____

2. _____

3. _____

4. _____

Room 4 – Teachers Room

1. _____

2. _____

Room 5 – Students Room – 2 bunks 4 BEDS

1. _____

2. _____

3. _____

4. _____

Room 6 – Teachers Room

1. _____

2. _____

Room 7 – Students Room – 2 bunks 4 BEDS

1. _____

2. _____

3. _____

4. _____

Room 8 – Students Room – 2 bunks 4 BEDS

1. _____

2. _____

3. _____

4. _____

Cabins – 28 beds

Room 3 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Room 4 – Students Room – 4 bunks 8 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Room 5 – Students Room – 4 bunks 8 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Room 6 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Diamond Valley Camp – 46 students up to 8 teachers

Room 1 – Students Room – 2 bunks 4 BEDS

1. _____
2. _____
3. _____
4. _____

Room 2 – Students Room – 2 bunks 4 BEDS

1. _____
2. _____
3. _____
4. _____

Room 3 – Teachers Room 1-2

1. _____
2. _____

Room 4 – Teachers Room 1-2

1. _____
2. _____

Room 5 – Students Room – 2 bunks 4 BEDS

1. _____
2. _____
3. _____
4. _____

Room 6 – Students Room – 2 bunks 4 BEDS

1. _____
2. _____
3. _____
4. _____

Room 7 – Teachers Room 1-2

1. _____
2. _____

Room 8 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Room 9 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Room 10 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Room 11 – Teachers Room

1. _____
2. _____

Room 12 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Room 13 – Students Room – 3 bunks 6 BEDS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The Lodge Room Assignments – 41 students + up to 10 teachers

Room 1 – Teachers Room 1-2

1. _____

2. _____

Room 2 – Teachers Room 1-2

1. _____

2. _____

Room 3 – Teachers Room 1-2

1. _____

2. _____

Room 4 – Teachers Room 1-2

1. _____

2. _____

Room 5 – Students Room – 3 singles

1. _____

2. _____

3. _____

Room 6 – Students Room – 2 singles

1. _____

2. _____

Room 7 – Students Room – 2 bunks + 1 single

1. _____

2. _____

3. _____

Room 8 – Students Room – 2 single + 1 double

1. _____

2. _____

3. _____

Room 9 – Students Room – 3 bunks 6 BEDS + 1 double

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Room 10 – Students Room – 2 bunks 4 BEDS + 1 single

1. _____
2. _____
3. _____
4. _____
5. _____

Room 11 – Students Room – 1 single + 1 bunk

1. _____
2. _____
3. _____

Room 12 – Teachers Room 1-2

1. _____
2. _____

Room 13 – Students Room – 1 single + 1 bunk

1. _____
2. _____
3. _____

Room 14 – Students Room – 1 single + 1 bunk

1. _____
2. _____
3. _____

Room 15 – Students Room – 2 single + 1 bunk

1. _____
2. _____
3. _____
4. _____
5. _____

Room 16 – Students Room – 2 bunks 4 BEDS

1. _____
2. _____
3. _____
4. _____