



THE PINNACLE SKI CLUB (INC)

**INFORMATION
and
INSTRUCTIONS**

FOR

**FIRE SAFETY
OFFICERS**

AND

FLOOR WARDENS

AT

WHAKAPAPA LODGE

POWER FAILURE: Check that other buildings on the mountain are also without power and if they are **Ring The Lines Company**
Ph 0800 367 328 and advise them of the fault.

FIRE:. A FIRST PRIORITY IS THE SAFE EVACUATION OF ALL RESIDENTS

Lodge Leader, Fire Safety Officer and Floor Wardens

IN THE EVENT OF A FIRE RING 111 ASK FOR
FIRE SERVICE
GIVE THEM OUR ADDRESS AS

**The Pinnacle Ski Club Lodge,
Iwikau Village,
Whakapapa Skifield,
Mt Ruapehu**

Phone (07) 892 3834

THE PINNACLE SKI CLUB (INC)

INFORMATION & INSTRUCTIONS FOR FIRE SAFETY OFFICERS FOR WHAKAPAPA LODGE

On arrival, the Fire Safety Officer must appoint as his/her assistants two Floor Wardens,

ONE FOR THE BASEMENT AND ONE FOR THE FIRST FLOOR. **Inform them of their duties and evacuation procedures.**

The Fire Safety Officer must assemble all residents (usually at breakfast the morning after his/her arrival) and inform them:

- Of the location of fire fighting equipment, manually operated alarm switches, fire escapes, evacuation procedures, and smoking restrictions.
- Of the identity of the Floor Wardens and that their instructions must be observed.
- That clothing and footwear must be removed from the drying room when dry and kept readily accessible in the bunkroom,.
- That when the alarm rings, quickly don outdoor clothing and footwear and move to the fire exit assembly points, **(identify them)** and remain there until told to leave the building.
- That the evacuation assembly point is down the valley at Ski Racers Lodge. **(identify it)**
- That when the alarm rings **AND A FIRE IS APPARENT**, a senior resident you have previously delegated, is to dial 111 ask for Fire Service and when Fire Service reply state;
 - **“there is a fire in The Pinnacle Ski Club Lodge at Iwikau Village Whakapapa Skifield
Mt Ruapehu, Phone (07) 892 3834”.**
- will then remove the booking chart from the lobby notice board in order to be able to conduct a roll call at Ski Racers Lodge.

WHEN THE ALARM RINGS THE FIRE SAFETY OFFICER WILL; Don identifying jacket

- Ensure that he/she and the Floor Wardens are ready to perform their duties and are readily identifiable and **a first priority is the safe evacuation of all residents.**
- Take immediate steps to put out a minor fire but if not extinguishable evacuate the building

WHEN THE ALARM RINGS THE BASEMENT FLOOR WARDEN WILL; Don identifying jacket

- Proceed to the basement - check that every one has been evacuated from under the stairs, the drying room, the basement toilet, and both wet and dry entries
- After this check prevent any person moving into the basement
- Assist the First Floor Warden with his/her duties as and when appropriate.

WHEN THE ALARM RINGS THE FIRST FLOOR WARDEN WILL don identifying jacket

- Proceed to check that everyone has been evacuated from the lounge, kitchen and annex.
- Check that every bunkroom and wash room and toilet has been vacated
- Delegate a senior resident to ensure that no one enters these previously checked areas
- Assist the Fire Safety Officer with his/her duties as and when appropriate.

Only when the Fire Safety Officer determines that evacuation is necessary will Floor Wardens be instructed to evacuate the building from the assembly points.

Floor wardens must ensure the group under their direction remains together, AND TO PREVENT HYPOTHERMIA, MOVE QUICKLY DOWN THE VALLEY TO SKI RACERS LODGE and call the roll.

During the time of your appointment as Fire Safety Officer you will need to confer and co-operate with the Lodge Leader and cook/custodian to ensure the safety of residents and smooth running of the Lodge.

The Fire Safety Officer's decision on any matter relating to an evacuation emergency is final.

POWER FAILURE: Check that other buildings on the mountain are also without power and if they are then,

Ring The Lines Company Phone 0800 367 328 and advise them of the outage.

In the event of an **indeterminable electrical failure in the Lodge CHECK** that the Master Switch (normally wired closed) and the Main Switch are not in the off position, then, ring the Maintenance Officer on 021 996 690 or 09 3615000.

SMOKE, FIRE ALARMS AND EMERGENCY LIGHTS

Smoke alarms in each bunkroom are self-contained battery operated. Batteries are replaced at the beginning of each season.

Fire alarm system is battery powered and activated either manually by operating the alarm switches or by heat sensors on the ceiling of every room of which there are two types, dissimilar in appearance.

Mk 1 type: solid plate held to two contacts by a fusible link. Temperatures in excess of 57deg C melts the link opens the contacts and the alarm bells ring. This sensor is not repairable and must be replaced with a new one before the system can be reactivated.

Mk 4 type: multiplate self resetting on cooling and does not need replacing.

With both types, water in the base will short out the contacts and the alarm will ring.

If no fire is evident, the general area of the active sensor can be determined from the indicator lights on the control unit in the dry entry. **You will have to go outside to view the indicator panel.**

UNDER NO CIRCUMSTANCES IS THE ALARM SYSTEM TO BE TURNED OFF WITHOUT INFORMING THE MAINTENANCE OFFICER ON 021 996690 or 09 3615000

THEN: TAKE THE FOLLOWING STEPS TO RECTIFY ANY FAULT AND REACTIVATE THE SYSTEM.

Located on the left hand fixed panel of the alarm control unit the **Bell off switch** will turn off the alarm bells.

WITHOUT DELAY locate the active sensor and if it is a Mk 1 replace with a new Mk 4 sensor from the stock in the control unit. If the active sensor is a Mk 4 then wait for it to cool before re-activating the system.

TO REACTIVATE THE FIRE ALARM SYSTEM, open the control unit door and press the “RESET” button inside the control unit, close and latch the door then turn the bell off switch ON again, Write up all this action in your report

The Fire Alarm system and Emergency Lights are battery powered.

The Emergency Lights are turned on whenever the alarm bells ring, or mains power supply is lost. They remain on until either power is restored or the battery is fully discharged. (about two hours).

The Batteries which are on automatic chargers and are located;

- FIRE ALARM, under the workbench in the dry entry.
- EMERGENCY LIGHT under the switchboard in the basement.

CHECK; that the chargers are on and operating and that the fluid level in the batteries is covering the cells. A spare charger is in the gear cupboard locker No 81/82.

SNOW REMOVAL FROM FIRE EXITS AND ROOF EAVES:

Lodge Leader and Fire Safety Officer must see that snow is cleared from both the lounge bay window and the bunkroom 31/32 Fire Escapes.

For Fire Safety Officer, Floor Warden and Lodge Leader information, this fire fighting equipment is installed in the Whakapapa Lodge;

HOSE REELS; **Only useable when the power supply is available.**

DO NOT USE ON ELECTRICAL FIRES!!

- One at the top of the stairs.
- One in the basement alongside the drying room door.

TO OPERATE;

- Turn on the water supply wheel valve under the reel.
- Press the green “START” switch adjacent to the reel to start the water pump.
- Set either a jet or spray with the adjustable hose nozzle.

PORTABLE FIRE EXTINGUISHERS;

- Dry powder; for electrical and stovetop fires.

LOCATED;

- Two in the kitchen; one over the sink bench, one over the wash hand basin.
- One on the end wall of the bunkroom passage.
- One in the basement over the hose reel.

FIRE EXITS;

- There are **ONLY TWO DEDICATED EXITS** that should be used **IN THE EVENT OF AN EMERGENCY EVACUATION**. Both are fitted with quick release panic bars

They are located;

- One; Through bunkroom 31/32 at the West end of the bunkroom passage. on to the landing and vertical ladder to the ground.
- One; In the Northeast bay window in the lounge onto the landing and vertical ladder to the ground.

Other exterior doors are should not be used as emergency exits. They may be blocked by snow and residents leaving by these doors could become separated from the groups leaving by the dedicated emergency exits.

NOTE: If when you leave the Lodge is still occupied and your relieving Lodge Leader has not arrived, then YOU MUST familiarise another person with your duties and appoint him/her to act in the interim.

Please note the name of your appointee in your report.

CLOSING UP THE LODGE;

If when you leave and the Lodge will be unoccupied and it is during the season, follow the closing up instructions on the switchboard in the basement.

Close and lock all opening windows and doors and close all curtains in the Lodge.

Turn off the power and water to the dishwasher (power switch and wheel valve under the sink bench).

REMOVE all unused food from fridge and bread cupboard.

REMOVE all rubbish to the bins at the Top 'O the Bruce.

TURN OFF THE POWER! PUSH the " RED & BLACK " MAIN SWITCH UP.

CLOSE THE FRONT DOOR AND CHECK THAT IT IS LOCKED.

PINNACLE SKI CLUB (INC)

INFORMATION FOR & INSTRUCTIONS TO FIRE SAFETY OFFICERS
AT WHAKAPAPA LODGE

**PLEASE READ THE FIRE SAFETY MANUAL AND MAKE YOURSELF
FAMILIAR WITH THE FIRE SAFETY OFFICER'S DUTIES.**

Below is an outline of the information to be given to all residents.

A full set of Fire Safety Officers Instructions and logbook are in the red holder on the wall of the dry entry, alongside the door to the basement.

The Emergency Light test switch is behind the manual. **The alarm test is obsolete, a test is not required**

If an emergency arises or you need assistance while you are acting as Fire Safety Officer phone the Maintenance Officer on 021 996690.

IMPORTANT! Make residents aware that smoking is prohibited everywhere in the Lodge.

Your discretion as Fire Safety Officer on any matter relating to fire safety and evacuation is final. Co-operate with Lodge Leader and the Whakapapa Lodge custodian on all matters relating to your duties,

On arrival check the fire alarm and emergency light battery chargers are on and charging. Check that the fluid level in the battery is above the cells, then record the results in the logbook.

On arrival appoint TWO other persons to act as Fire Wardens for each floor and assist you in ensuring the all residents are safely evacuated in the event of a fire or other emergency.

The Fire Safety Officer must ensure that he/she and the Floor Wardens are ready to perform their duties and are readily identifiable. **A first priority is the safe evacuation of all residents.** Take immediate steps to put out a minor fire but if not extinguishable evacuate the building

Delegate a senior resident who, when the alarm rings, **AND A FIRE IS APPARENT**, is to dial 111 ask for Fire Service and when Fire Service reply state;

**“there is a fire in The Pinnacle Ski Club Lodge at Iwikau Village Whakapapa Skifield
• Mt Ruapehu, Phone (07) 892 3834”.**

then remove the booking chart from the lobby notice board in order to be able to conduct a roll call at Ski Racers Lodge.

FIRE SAFETY OFFICERS REPORTS are, like Lodge Leaders Reports, considered to be an important aspect of Club and Lodge management.

The Committee is appreciative of the responsibility members acting as Fire Safety Officer undertake. Reports are reviewed and acted upon at each Committee Meeting. The Committee's findings and/or decisions on the matters raised are conveyed to Fire Safety Officers in most cases.

Please email to: maintenance@pinnacleskiclub.co.nz or PO Box 11026, Ellerslie, Auckland 1542

REPORT FROM: Whakapapa Lodge, Pinnacle Ski Club (Inc)

Fire Safety Officer _____ from _____ to _____

Wardens _____ <First floor _____ <Basement

Please detail any system maintenance required.