



# *THE PINNACLE SKI CLUB (INC)*

## **INFORMATION AND INSTRUCTIONS FOR LODGE LEADER AT THE WHAKAPAPA LODGE**

# THE PINNACLE SKI CLUB (INC)

## LODGE LEADER APPOINTMENT - WHAKAPAPA LODGE

Please act as Lodge Leader for the period as allocated on your Lodge Authority.

*The full duties and information for Lodge Leaders are detailed in the Lodge Leaders Manual by the Notice Board in the Lodge. We urge you to acquaint yourself with all the operational manuals in the Lodge when you have a quiet time to do so.*

Herewith is a summary of your responsibilities as Lodge Leader, how to apply them, and what action to take:

**Please ensure that the following information is covered and address ALL members and their guests (we recommend that you give your address at the first available opportunity) in conjunction with the Fire Safety Officer (you should read all the information in the table below to familiarise yourself prior to giving your address):**

- **Welcome and please respect Lodge and other members/guests**
- **Duty Roster**
- **Security**
- **Energy conservation**
- **Rubbish**
- **Eruption Evacuation**

1. You are boss	Consult with Fire Safety Officer & Cook.	Your decisions are binding on all residents. Report to Committee.
2. Cook's day off??	Discuss with Cook.	Amend roster if appropriate.
3. Latest Lodge booking chart.	Ensure matches actual Residents.	Any discrepancies ask for Lodge Authority. Refer to manual & report to committee.
4. Duty Roster.	Prepare appropriately for number of residents	Ensure duties are fairly & properly attended to.
5. Members' responsibilities.	Own bed linen. supplied/used	For non-compliance \$25.00 laundry charge applies. Note member details & report to Booking Officer
6. Out of area – Main Kitchen	Whilst meals are being prepared, please ensure that members remain out of the kitchen area for safety reasons.	Ensure all advised. Note that the floor area is marked accordingly
7. Change over time for bunks.	12 noon.	Ensure all advised.
8. Emergency Equipment & Procedures	a. Power Out	Check other buildings are also out phone Lines Co. Refer manual.

	<p>b. Emergency LPG gear stored under stairs.</p> <p>c. Fire Risks; Discuss with Fire Safety Officer, ensure Floor Wardens appointed &amp; Emergency Procedures understood by all. SAFETY FIRST.</p> <p>d. Evacuation procedures; Discuss with Fire Safety Officer.</p> <p>d. Smoking PROHIBITED.</p> <p>e. Check water supply</p> <p>f. Skippers Canyon: (no safety fence up behind kitchen).</p> <p>g. SNOW REMOVAL:</p> <p>(i) Fire Exits</p> <p>(ii) Roof overload above 600 mm</p> <p>(iii) Overhanging Ice and/or Snow</p>	<p>Refer to manual before operating this equipment. Report gas usage to committee</p> <p>In event of fire: Phone 111, give our address: The Pinnacle Ski Club Lodge, Iwikau Village, Whakapapa Ski Field, Mt Ruapehu. Phone 07 892-3834</p> <p>Strictly NOWHERE in Lodge</p> <p>Consult manual if unfamiliar Conserve water. Report urgently to committee if under quarter full.</p> <p>Warn all of this danger and that they must keep well clear.</p> <p>Keep cleared at all time.</p> <p>Requires some removal.</p> <p>Remove if danger of falling.</p>
9. Rubbish	Recycling; New system evolving. Consult with Cook & check Notice board.	Arrange for members to remove rubbish from basement to Clubs' Rubbish store at the top of the Bruce road and ensure they are placed in the appropriate recycling bins
10. Energy Conservation Initiative (ECI)	Please ensure you are aware of operation of timers in bunk rooms/heaters and Drying Room and support the Club's ECI	Ensure this information is available to members
11. Security	Please ensure that the entrance door is locked at all times (remember the door combination) and do not leave valuables lying around.	Visitor's book must be filled in if there is anyone on the premises other than those on the booking chart. The Booking Officer must be informed of any persons not on the booking chart
12. Other	<p>a. Dehumidifier</p> <p>b. Dinner Guests may be invited by Club Member residents</p>	<p>Empty daily</p> <p>Only by prior arrangement with &amp; agreement from Cook. Complete Visitor's Book</p>

	<p>c. Consideration of others.</p> <p>d. Lost property.</p> <p>e. When you are leaving.</p>	<p>Apply your discretion, rowdiness after 11 pm may need to be curbed.</p> <p>To bin in basement.</p> <p>Either the new boss should have arrived or you need to appoint a temp. Consult manual and/or contact Booking Officer.</p>
12. Closing up	When the lodge is to be left unoccupied.	If you have never done this you must consult the manual to ensure the Lodge is left safe & secure.
13. Catering supplies	These arrive on an as required basis organised by the Cook.	Arrange for collection parties to pick up from Iwikau when needed.
14. Eruption Evacuation	<p>See 1. above</p> <p>Liaise with DOC regarding any call they make regarding volcanic activity.</p>	<p>Be familiar with written procedures in the Lodge Leaders manual held in the lodge.</p> <p>Be familiar with all likely needs and follow DOC's instructions.</p>
15. Fire Safety	Consult with your Fire Safety Officer; know who's responsible for each task.	Ensure all residents know about Safety precautions, escape exits and procedures, assembly point, the location and use of fire fighting equipment etc.
16. See Lodge Leader's manual on notice board		

## LODGE LEADER REPORT

LODGE LEADERS REPORTS are considered to be an important aspect of Club and Lodge management. Committee is appreciative of the responsibility members acting as Lodge Leader undertake. Reports are reviewed and acted upon at each Committee Meeting. Committee's findings and/or decisions on the matters raised are conveyed to Lodge Leaders in most cases.

Committee is keen to improve awareness of the Club's management and operation across a broader band of our members. Lodge Leaders can play a big part to assist in this by talking to the users of the Lodges, imparting their knowledge, and asking residents to be observant of things that need attention and to report these to Lodge Leaders or directly back to committee.

We have put together some crib notes here which may assist you when you have a team talk for safety and operational matters. Consult with your Fire Safety Officer to make sure this very important topic will be well covered in the team talk:

- Introduction
- Duties - Duty roster explained (Cook's day off if applicable)
- Own bed linen – laundry charge \$25 if not supplied
- Bunk change over – 12 noon day of departure
- No smoking anywhere in Lodge
- Conserve water – flush sparingly – 3 min showers
- Skippers Canyon – no safety fence out back of kitchen – with snow build up east side very dangerous
- Rubbish – recycle – own stuff own removal
- Consideration of others – noise down after 11 pm
- Know Lodge door code – last out each day must lock
- Be observant – report breakages or wear and tear
- If you get things out – put them away when finished
- Guests for evening meal – must first be sanctioned by you – cook advised in good time

**To be returned to the Maintenance Officer ASAP**

REPORT FROM WHAKAPAPA Lodge Leader \_\_\_\_\_ from  
\_\_\_\_\_ to. \_\_\_\_\_

If you have not already informed the Booking Officer please detail the action you took in the following situations:

1. Arrivals not on booking chart ask to see their Lodge Authority invoice.
2. Arrivals without a Lodge Authority or extensions of stay not invoiced, ask for their names and contact details.
3. Complaints you have received and suggestions made to you for the better running of the Lodge.
4. Lack of co-operation from either members or their guests.
5. Check the “ Things that need doing “ whiteboard and report any entries here.
6. Return this report by email to [maintenance@pinnacleskiclub.co.nz](mailto:maintenance@pinnacleskiclub.co.nz), or post to:  
The Pinnacle Ski Club, PO Box 11026, Ellerslie, Auckland 1542.

# Evacuation from the Pinnacle Ski Club

## Procedures

Notes for the Lodge leader

In the unlikely event that you are asked to evacuate be aware that you will be able to take your time. PSC is in a lahar free zone and it is better to stay inside in the event of an eruption. The EDS was installed in the 1980s and it monitors volcanic earthquake activity and air pressure. Large eruptions occur every 20 years or so, more recently in 1969, 1975 and 1995.

Ring the **Safety Watch 0800 999 005** number, **verify the authority of the person who has asked you to evacuate, check with other lodges to see what they are doing or have been told.**

*(Much depends on the nature of the evacuation and the danger involved. Liaison with a DOC representative is critical for timing, procedure and where to go!)*

Note the difference between an 'on the slopes during the day' response to a 'night in the lodge' response

Presented by the Lodge Leader in her welcome speech

(so the focus of fire and evacuation because of fire remains with the fire safety officer)

Evacuation could occur for a reason other than fire, it is highly unlikely that we would have to leave the lodge if the mountain was erupting, as we are in a lahar safe zone, but be aware that DOC has the supreme authority.

This is **not** the procedure for evacuation in case of fire where urgency is critical

Lodge Leader to make the final decision, she is the boss! (or he!)

The Lodge Leader will have rung the **Safety Watch 0800 999 005** number to check the situation and the timing involved.

Listen for the siren (turn off the music!)

*(Much depends on the nature of the evacuation and the danger involved. Liaison with a DOC representative is critical for timing, procedure and where to go!)*

**There will be time to think about the event, so no need for panic.**

Appropriate clothing in the bunkroom at night (drying should be empty)

Collect critical belongings such as torches, phones, car keys, money, glasses, medicine and so on, but carry lightly. (Take some snacks?)

Those without children too assist those with in getting them dressed warmly

Assemble quietly and quickly downstairs ready for a roll call by the Lodge Leader (register taken from notice board)

One person nominated as stair monitor to request orderly movement down the stairs

One person nominated to check each room upstairs

One person to check heaters, ovens are off etc

Don't forget the custodian

Lodge Leader to make intentions public, that is where the next assembly point is, walking down on the ridges only, whether the Bruce Road is open for vehicles and so on.

Lodge leader to make personal phone number available so all members can check in! (especially if separating!)

If a volcanic eruption occurs during the day those on the mountain need to be guided by ski area staff or DOC staff. An Eruption Detection System is operating and this system will set off sirens and loudspeaker messages. Importantly know that the safest areas are the buildings, lift lines and the ridges, move out of the valleys. If in the ski lodge or car park sty put. If in the Summit Hazard Zone, move down the mountain following the ridge lines.