



THE PINNACLE SKI CLUB (INC)

POWER FAILURE: Check that other buildings in the village are also without power and if they are

Ring The Lines Company

Ph 0800 367 328 and advise them of the fault.

If other buildings in the village have power and the power failure in the Lodge is indiscernible then ring the Maintenance Officer on 021 996 690 for advice.

FIRE RISK: NO SMOKING ANYWHERE IN THE LODGE

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
21 Totara Street, Turoa Alpine Village
Ohakune**

INFORMATION AND INSTRUCTIONS FOR FIRE SAFETY OFFICERS AND FLOOR WARDENS AT THE TUROA LODGE

TUROA LODGE ENTRY

The front door entry is on the north side of the Lodge under the deck next to the carpark area

The combination lock is included with your Lodge Authority invoice

THE PINNACLE SKI CLUB (INC)

INFORMATION FOR & INSTRUCTIONS TO FIRE SAFETY OFFICERS

AT TUROA LODGE

NOTE: If when you leave, the Lodge is still occupied and the relieving Fire Safety Officer has not arrived, you must give a copy of these instructions to another person to act in this capacity until the arrival of the next appointed Officer. Please note the name of your appointee in your report.

On arrival, the Fire Safety Officer will 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, when dry, must be removed from the drying room, kept readily accessible in the bunkroom. DO NOT attempt to recover clothing from the drying room when the alarm rings
- That when the alarm rings, residents must 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 across the road at Ruapehu Ski Club Lodge. **(identify it)**

WHEN THE ALARM RINGS THE FIRE SAFETY OFFICER WILL:

- 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:

- Proceed to the basement - check that every one has been evacuated from; **ALL** basement rooms especially the toilet, shower, 17 to 20 bunkroom and laundry.
- Prevent any person moving into the basement other than to the basement assembly point.
- Assist the First Floor Warden with his/her duties as and when appropriate.

WHEN THE ALARM RINGS THE FIRST FLOOR WARDEN WILL:

- Proceed to check that every one has been evacuated from the lounge, kitchen and phone room.
- Check that every bunkroom, 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 when moving across the road to Ruapehu Ski Club Lodge.

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

FOR LODGE LEADER AND FIRE SAFETY OFFICERS' INFORMATION

THE FOLLOWING FIRE FIGHTING EQUIPMENT IS INSTALLED IN THE TUROA LODGE;

NOTE: _____

HOSE REEL; DO NOT USE ON ELECTRICAL FIRES!!

There is one at the top of the stairs. ***Only useable when the power supply is available.***

TO OPERATE:

- Turn on the water supply wheel valve under the reel.
- Set either a jet or spray with the adjustable hose nozzle.

PORTABLE FIRE EXTINGUISHERS;

- DRY POWDER; FOR ELECTRICAL AND STOVETOP FIRES.

LOCATED:

- One in the kitchen;
- One on the end wall of the bunkroom passage.
- One in the basement by the workshop door

To ensure an orderly exodus the ranch slider doors from the lounge on to the balcony should not to be used as an emergency exit.

SMOKE AND 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 and Emergency lights are battery powered and activated manually by breaking the glass over the alarm switches and pushing the switch down.

As Fire Safety Officer ensure that the basement passage and the bunkroom passage fire exit doors are kept clear of snow.

Clear snow off the balcony as well as ice and snow overhang from the roof that is accessible and constitutes a danger.

Check the fluid level on the emergency light and fire alarm battery under the switch board in the workshop and top up as necessary.

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INFORMATION FOR & INSTRUCTIONS TO FIRE SAFETY OFFICERS AND FLOOR WARDENS AT THE TUROA LODGE

On Page 5 is the Evacuation Plan which all members should be aware of

A full set of Fire Safety Officers Instructions and the logbook are on the wall of the workshop alongside the switchboard and main switch.

If an emergency arises and you need assistance while you are acting as Fire Safety Officer phone the Maintenance Officer on 09 3615000 or 021 996690.

Please act as Fire Safety Officer for the period as allocated on your Lodge Authority.

IMPORTANT! Make residents aware that smoking is prohibited everywhere inside the Lodge including the Deck area.

Co-operating with Lodge Leader, your discretion as Fire Safety Officer on any matter relating to fire safety and evacuation is final, binding on all residents and will have the full backing of Committee.

On arrival check the fire alarm battery charger is on and water 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 TAKE IMMEDIATE STEPS TO PUT OUT ANY FIRE.

In the event of a fire ring the emergency number 111 ask for Fire Service
tell the Fire Service there is a fire at this address;

The Pinnacle Ski Club Lodge, 21 Totara Street, Turoa Alpine Village, Ohakune.

FIRE SAFETY OFFICER'S REPORTS are, like Lodge Leaders Reports, considered an important aspect of Club and Lodge management.

The Committee is appreciative of the responsibility members acting as Fire Safety Officer undertakes. 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 detach here and return this Report by email to maintenance@pinnacleskiclub.co.nz
or by post to PO Box 11026, Ellerslie, Auckland 1542.

REPORT FROM: TUROA

Fire Safety Officer _____ from _____ to _____

Wardens _____ <First floor _____ <Basement

Please detail any system maintenance required.

THE PINNACLE SKI CLUB (INC)

EVACUATION PLAN

If you observe a fire
BREAK THE GLASS ON THE NEAREST ALARM
AND PUSH THE SWITCH DOWN

ALARM SWITCHES ARE SITUATED;

AT THE BOTTOM OF THE STAIRS.

ALONGSIDE THE LOUNGE DOOR AT THE TOP OF THE STAIRS

ALONGSIDE THE FIRE EXIT DOOR AT THE EAST END OF THE
BUNKROOM PASSAGE

IN THE CASE OF A FIRE EMERGENCY EXIT ASSEMBLY POINTS ARE;

AT THE FIRE EXIT DOOR AT THE EAST END OF THE BUNKROOM PASSAGE
(OPPOSITE END TO THE LOUNGE)

AT THE FIRE EXIT DOOR AT THE NORTH END OF THE BASEMENT PASSAGE
(ALONG SIDE THE BASEMENT TOILET)

**NOTE! THIS BASEMENT DOOR IS AN ALARMED EMERGENCY FIRE EXIT ONLY
AND MUST BE OPENED ONLY IN SUCH AN EMERGENCY.**

WHEN THE FIRE ALARM RINGS
DRESS IN OUTDOOR CLOTHING AND ASSEMBLE AT THE NEAREST FIRE EXIT
AND
AWAIT INSTRUCTIONS FROM THE FLOOR WARDEN
BEFORE LEAVING THE BUILDING.

THEN

MOVE ACROSS THE ROAD TO THE RUAPEHU SKI CLUB LODGE

RING 111 ASK FOR FIRE SERVICE GIVE OUR ADDRESS AS
THE PINNACLE SKI CLUB LODGE

21 TOTARA STREET TUROA ALPINE VILLAGE OHAKUNE