



RUAPEHU SKI CLUB

CHALET BUILDING LEADER & FIRE WARDEN HANDBOOK

GUIDELINES AND RESPONSIBILITIES

WWW.RSC.ORG.NZ

UPDATED 2022

CHALET BUILDING LEADER

GUIDELINES AND RESPONSIBILITIES

Thank you for agreeing to be the Building Leader during your stay. It's an essential duty and a great way to contribute to the smooth running of the club.

As Building Leader, you have complete authority to act on behalf of Ruapehu Ski Club in its best interests. We depend on you to maintain leadership throughout your time as a Building Leader. Please ensure you are familiar with the guidelines and responsibilities in this document.

And don't stress! There'll always be other members available to answer any questions if you get stuck. Also, see Additional Notes on page 7.

FIRST NIGHT AS BUILDING LEADER

1. WELCOME TALK (PG 3)

Complete at dinner time on first night.

2. HEALTH & SAFETY TALK (PG 4)

Complete at dinner time on first night, every Saturday night and twice a week during the school holidays.

3. FIRE TALK (PG 5)

Can be delegated to Fire Warden. Complete at dinner time on first night, every Saturday night and twice a week during the school holidays.

EACH DAY AS BUILDING LEADER

4. DUTY ROSTERS (PG 6)

Liaise with the Cook before 11 am to print out the daily duty roster from:
www.rsc.org.nz/leaders.

ON DEPARTURE

5. LEADER'S REPORT (PG 6)

Complete a confidential report online as soon as possible after your stay to notify the committee of any issues.

The Chalet

1 Rehua Place
Whakapapa Village

Ph: 07 892 3823

Questions?

Please contact the Club Administrator during work hours on 027 808 2163 for assistance.

For after-hours emergencies, please contact the Chalet Building Officers:

Ron Bonfrer
027 498 3500

Damon Forsyth
029 275 5335

For members' security, there is a camera in the foyer.

1. WELCOME TALK

COMPLETED BY THE BUILDING LEADER ON
THEIR FIRST NIGHT AT DINNER TIME.

1. WELCOME

- ☐ Welcome everyone and introduce yourself as the Building Leader. Also, indicate how long you are in charge so there is no confusion when the next building leader takes over.
- ☐ Invite anyone to contact you with queries or problems. You are the leader so you are the person to whom they should turn to for advice.

2. NEW MEMBERS

- ☐ Identify anyone on their first visit so they feel welcome and have any queries answered.

3. INTRODUCE THE COOK & SKIING INSTRUCTOR

- ☐ If in residence.

4. HOUSEKEEPING

- ☐ Make sure everyone is aware that this is a smoke-free building.
- ☐ Alcohol can only be consumed in the lounge and dining area.
- ☐ Members must maintain an acceptable standard of behaviour at all times.

5. DUTY ROSTER

- ☐ Ask if everyone has seen the duty roster on the notice board and if anyone has concerns, to see you later. There could be possible conflicts with lessons etc.

6. MEDICAL

- ☐ Check if any medical people are staying, in case of an emergency.

7. NAME TAGS

- ☐ Ask members to wear name tags and query anyone who they think shouldn't be in the building. Also name tags are helpful in case people forget other members names!
- ☐ Ask members to contact the Club Administrator if they have not received, or lost, their name tags.

8. LIGHTS OUT 11 PM

- ☐ Please assist the Lights Out Person by being in bed on time. Also, they'll be checking for fire hazards, and sheet and pillow case usage.

9. FIRE WARDEN

- ☐ Ask for a senior member to be the Fire Warden to take control in the event of an alarm.

10. MEMBERSHIP DRIVE

A committee member may like to chat about this:

- ☐ We lose nearly 100 members every year. The club is not in dire straits but to continue to improve the club experience and maintain our buildings we need to get new members. The best place to get new members is from you!
- ☐ If you have friends through other sports clubs, why not tell them about RSC and see if they might like to start skiing, or let them know about summer memberships.

2. HEALTH & SAFETY TALK

COMPLETED BY THE BUILDING LEADER OR FIRE WARDEN ON THEIR FIRST NIGHT, EVERY SATURDAY NIGHT AND TWICE A WEEK DURING THE SCHOOL HOLIDAYS. TO BE GIVEN AT DINNER TIME.

1. HYGIENE

- ☐ Please leave the building, or don't come, if you are sick.
- ☐ Use sanitiser in the kitchen.
- ☐ Sterilise tables after use. There is cleaning liquids in the kitchen.
- ☐ Shoes must be worn in the kitchen.

2. ACCIDENTS / NEAR MISS

- ☐ Please fill out an incident form if you witness an accident or a near miss.
- ☐ This is not to cast blame but to enable us to prevent possible incidents from happening again.
- ☐ Building leaders can print forms from www.rsc.org.nz/leaders.

3. MOVING BETWEEN BUILDINGS AT NIGHT

If attending a prize giving in Iwikau Village or going between Hut and Lodge.

- ☐ Please write your name and bunk number on blackboards on departure and erase when you return.
- ☐ Return as a group, or at the very least not alone.
- ☐ Let someone know where you are going and when you expect to return.

4. OUT OF BOUNDS SKI AREA

This includes walking to the crater, skiing Black Magic backcountry area, and touring beyond the ski area limit.

- ☐ It is an individual's choice to visit these areas, but we advise not going alone.
- ☐ Please let someone know where you intend to go and the expected return time.
- ☐ Cell phones don't necessarily work but take the Ski Patrol/Ruapehu Mountain Rescue phone number in case of an emergency.
- ☐ Carry water, snacks and enough warm clothing in case the weather turns nasty.
- ☐ Where possible take a probe, shovel and locator beacon for you and your buddy.

5. EXTREME CONDITIONS AND EVACUATION

- ☐ When a weather bomb arrives, it is sometimes hard to even walk or ski down the mountain to reach your car.
- ☐ It is very dangerous for small children in high winds.
- ☐ If the road is also closed, there is no point leaving the Lodge or Hut.
- ☐ Ring RAL for information about convoys leaving Top of the Bruce.
- ☐ Leave as a group. Never go down alone in these conditions.

3. CHALET FIRE TALK

COMPLETED BY THE BUILDING LEADER OR FIRE WARDEN ON THEIR FIRST NIGHT, EVERY SATURDAY NIGHT AND TWICE A WEEK DURING THE SCHOOL HOLIDAYS. TO BE GIVEN AT DINNER TIME.

In the past it has been thought that if one of our buildings burnt down we would not be able to rebuild. This is no longer true as we can rebuild on our current footprint. The most important thing is saving YOU!

BE PREPARED

Before bed, everyone must:

- ☐ Be familiar with the fire exits.
- ☐ Remove clothing and gear from the drying room - which will be turned off over night as well.
- ☐ Have by the bunk for any emergency: a torch, warm clothing and boots.
- ☐ The RSC woollen blankets are great to keep warm and protect from fire.
- ☐ Keys and wallet in jacket.
- ☐ Most important is to get out (buildings insured but burn very fast).

POTENTIAL FIRE HAZARDS

- ☐ Stoves left on in kitchen.
- ☐ Clothes on heaters in bunk rooms.
- ☐ Clothes in drying room.
- ☐ Wax/irons left on in the workshop.

PREVENTING FIRE

Fire Prevention - the no knows!

- ☐ NO smoking or drinking in the bunk rooms.
- ☐ NO garments on heaters anywhere in the building, including drying room.
- ☐ KNOW where the nearest fire extinguisher is placed and familiarise yourself with how to use it.
- ☐ KNOW where the nearest fire exit is and ensure it is clear.

FIRE EXITS

There are three fire exits in the Chalet:

GROUND FLOOR: Main entrance

LOUNGE: South wall

UPSTAIRS: Top of the stairs

- ☐ Check where these are located and consider the possible escape routes depending on your bunk location.
- ☐ Remember that snow conditions can change exits overnight so consider all alternative routes.
- ☐ Bedroom windows can be used as exits. Place bunk ladder outside to climb down..

FIRE EXTINGUISHER

There is one type of extinguisher in the Chalet, the 4.5kg Foray Multi-Purpose Dry Powder Extinguisher. This type can be used for all types of fires and has a total discharge time of 15 seconds.

To use: Point the hose at the base of the fire and squeeze the trigger only for as long as required. Use short economic bursts.

There are fire extinguishers in the kitchen, bunkroom passage and custodian quarters upstairs.

HOSE REEL

The hose reel is in the bunkroom passage. Turn on tap and twist the nozzle at the end of the hose to start water flow. Aim at fire base.

FIRE BLANKET

Located in the kitchen beneath the first aid kit for cooking and fat fires. To use, shake out the blanket holding it between you and the fire and drape it gently over the fire to smother it.

NOTE: Water should not be used on fat fires and an extinguisher can spread fat fires by its pressure.

4. DUTY ROSTERS

DAILY BEFORE 11AM

Liaise with the Cook to print off the daily duty rosters by 11 am each day, and attach them to the notice board.

The online automated system allocates duties by bunk room.

If numbers are low, ask members to put their bunk number on to the duty they'd prefer - making sure all the essentials are covered, such as dishes!

Please ensure that duties are allocated to the correct age group i.e. five year olds will struggle with bathroom and rubbish duties.

If there is no Cook in residence, please use the blank templates beside the noticeboard.

5. LEADER'S REPORT

AFTER DEPARTURE

Please complete a confidential Leader's Report as soon as possible after your stay.

This only takes a few minutes to complete and informs the committee of any issues.

Any building defects need to be noted so they can be fixed as soon as possible.

Any unsuitable behaviour should also be reported.

Please report any near misses, hazards, and accidents on an Incident Form (also available online) for health and safety purposes.

- ☐ Visit **www.rsc.org.nz/leaders**
- ☐ The Member Number is chalet.
- ☐ The password is **toronto11**
- ☐ In the menu, click on Leader's Report.
- ☐ Enter details and save.

CHALET DUTIES

Chalet Duty Roster 2022

Duty Details

Time of Duties	Duty Name	DETAILS OF DUTIES	Suggested Number
6.45am	Early morning Tea Duty	Early morning tea - "SELF HELP"	
6.45 am	Clean Lounge & Clear Fire Exit Duty	Turn on drying room. Clean kitchen and vacuum the lounge. Clear snow from all exits. Clean ash from pellet fire. Refill hopper with pellets only; stored under bunk beds . Turn on fire, following laminated instructions. Last person to leave in morning make sure fire is off - check with cook.	3
6.45 am	Breakfast Duty	Prepare breakfast. Wipe tables down with disinfectant and set lounge tables. Count heads in building, especially on Saturdays. Serve breakfast at 7.00am	2 to 4
7.30am	Rubbish Duty	Bag all rubbish. Fit plastic liners inside Kleensaks. Disinfect all door handles (except toilets and bathrooms - separate duty). Rubbish can be taken down to rubbish skip at DoC Recycling Depot down the road; sort recyclables down there; dump rest.	1 to 2
7.30am	Breakfast Dishes Duty	Cook to do breakfast dishes on days that the mountain is open. On closed days please help by doing your own dishes.	Cook
7.30am	Bunk room Cleaning Duty	Vacuum bunkrooms and corridor and drying room.	1 to 2
7.30am	Men's Bathroom Duty	Clean men's bathroom; incl. hand basins, toilets, shower walls and floor using a household cleaner. Clean mirrors, empty rubbish bin, reline with paper and plastic bags and wash floor. Top up paper towels, liquid soap, hair and body wash in showers and toilet rolls. Disinfect all taps and door handles in bathroom.	2 to 3
7.30am	Women's Bathroom Duty	Clean women's washroom, incl. hand basins, toilets, shower walls and floor using a household cleaner. Clean mirrors, replace paper bags in the toilet bins, empty rubbish bin, reline with paper and plastic bags and wash floor. Top up paper towels, liquid soap, hair and body wash in showers and toilet rolls. Disinfect all taps and door handles in bathroom.	2 to 3
7.30am	Entrance Cleaning Duty	Vacuum and tidy entrance and drying room. Empty rubbish tins. Clean toilets, hand basins and wash floor. Replace paper bags in toilets. Top up paper towels and toilet rolls. Disinfect all taps and door handles in bathroom.	1 to 2
LUNCH Noon until 4.00 pm	Members: please ensure that your children and guests are aware of this:	Members: please ensure your children and guests are aware of this: "GET YOUR OWN - DO YOUR OWN" - Clean your table and wash all your dishes, cups and glasses - Stack all dishes in the steriliser racks - Operate the steriliser when it is full and put dishes away.	
4.30pm	Afternoon Rubbish Duty	Take any remaining rubbish bags and recycling which were bagged in the morning to rubbish skip down at DoC recycling depot. Tidy rubbish area, also check empty and replace full rubbish bins as required in the evening	1 to 2
4.30pm	Afternoon Cleaning Duty	Clean kitchen benches and lounge tables and wash any remaining dishes. Store any left over food in fridge. Check rubbish bags, staple and replace bags fitted with plastic liners. Turn on pellet fire if not already on; follow laminated instructions by fire. And top up with pallets if required	1 to 2
5 pm until 6 pm	First Dinner Prep Duty	Assist with dinner and dessert preparation. Wash any available dishes. Empty rubbish. Return at 7.00 pm to serve dinner.	2 to 4
6 pm until 7 pm	Second Dinner Prep	Continue dinner preparation, carving etc. Wipe tables with disinfectant and set. Wash all pots and pans as available. Wipe away fat on hot plate with paper towels from all remaining pots and utensils and rinse them, ready for next duty. Return at 7.00 pm to serve dinner.	2 to 4
7.00 pm	Serve Dinner	Set tables and assist cook to serve dinner at 7.00 pm. This may be earlier during school holidays at the discretion of the Building Leader and Cook.	2 to 4
8.00 pm	Leftovers and Clean Kitchen Duty	Store leftovers as instructed by the Cook. Clean lounge tables, Clean cooking and serving dishes, kitchen, incl. stove tops, sweep and wash kitchen floor. Empty rubbish bin, bag in rubbish room.	4 to 6
8.00 pm	Dinner Dishes Duty	Wash dishes. Check that the steriliser has enough dispensing liquid -see Cook for more. As tea towels spread germs, DO NOT use on sterilised dishes, allow them to air dry. Always put cutlery with handles UP in baskets. Soak tea towels in a Napisan	4 to 6
After 8.30 pm	Clean up after yourselves	Members: please ensure your children and guests are aware of this: "GET YOUR OWN - DO YOUR OWN" KITCHEN CLOSED NO COOKING AFTER DINNER - Clean your table and wash all your dishes, cups and glasses, stack all dishes in the steriliser racks - Operate the steriliser when it is full and put dishes away	
Before midnight	Lights Out Duty	LIGHTS OUT. CHECK ALL FIRE RISKS: Turn OFF heaters in drying room. Check front door locked. Turn off steriliser and pull plug to drain. Turn off pellet fire unless otherwise advised otherwise by the chef. Check no clothes on or near bunkroom heaters. Leave corridor light ON. Count heads by checking each area and write exact number under the relevant day on the Duty Roster heading. Check all fire exits are clear. THE LIGHTS OUT PERSON MUST BE THE LAST TO BED.	1
	A QUICK GUIDE TO WHERE IT IS	Vacuum cleaners: Cupboard by entrance Mops and Brooms: Cupboard by entrance Toilet paper: under the bench sets in the washrooms and in second store room upstairs. Cleaning Products: Under or on bench in bathrooms; bulk supply in the kitchen area. Check with chef. Rubbish Bags: in store room upstairs by chest freezer. Black rubbish bags in bottom draw in kitchen Pellets for fire stored under bunks.	

BUILDING LEADER NOTES

GENERAL

- » Make sure everyone is aware that RSC buildings are smoke-free.
- » Alcohol can only be consumed in the lounge and dining areas.
- » Ensure that the Fire Talk is given adequately.
- » Check allocated duties are completed.
- » Ensure that an acceptable standard of behaviour is maintained.
- » Cooperate with the Cook, if in residence.
- » Act on emergency matters.
- » During long blizzard/closed mountain periods, help organise some fun activities.

EMERGENCIES

In the event of an emergency, contact the Building Officers.

FIRE DUTY

Ensure appointed Fire Wardens know they need to give a Fire Talk in the evening.

In the case of an emergency, the Fire Warden should be the last one to leave the building after checking that no one is left behind. This includes checking the Cook's and Ski Instructor's rooms, and the bathrooms.

In the Lodge, appointment someone to clear the downstairs area while the Fire Warden clears and checks upstairs.

Building Leaders should take the bunk list with them to the evacuation point.

BOOKING EXTENSIONS

If members want to stay additional nights, they must contact the Administration Officer to receive a new booking authority.

They cannot assume their current bunk is available as bunk allocations change frequently.

BULK FOOD CATERING

During winter, the Cook will order any food required. The storeroom is kept locked at all times and the Cook holds the key.

CHALET CATERING

BREAKFAST: The Cook provides breakfast on a self-help basis from 7.15 am to 8.30 am.

LUNCH: Chalet residents may use the Lodge kitchen and facilities when up the mountain, food is provided.

DINNER: Residents must inform the Cook if they will be eating out. They will still need to pay the full bunk fee regardless.

BUNK AUTHORITY

It is a breach of club rules to arrive or extend a stay without a booking. Members doing so must be directed to the Administration Officer to obtain a bunk allocation and pay the necessary fees.

They may not stay in the building without a booking unless under emergency conditions. If the office is closed, the Building Leader must act with discretion but remember that there is seldom spare accommodation in school holidays and for Club Week.

Please note any irregularities in the Building Leader's report.

DUTY ROSTER

Duty periods are noon to noon. Endeavour to select experienced Duty Leaders and remember that it is unwise to give preferences, though avoid giving morning duties to race organisers, gatekeepers, racers, etc.

Please check those residents who have arrived and allow for those who may be late. Inspect to see that jobs are being done properly and that the workload is fairly divided.

BUILDING LEADER NOTES

CASUAL VISITORS

All buildings are for member's use. Members are welcome to bring their friends who must be introduced to the Building Leader. All guests must remain with a member while in the building. Members are responsible for cleaning up their guests' dishes and leftovers. Tea and coffee is available, but no food is provided.

Members not in residence (except Chalet residents), and all non-member visitors, must bring their lunch. This includes Turoa guests unless they have telephoned through ahead to make appropriate arrangements with both Cooks for catering.

Casual visitors may not go into the bunk rooms. Strangers in the building must be challenged for security reasons. Please stress this to all members.

EMERGENCY ACCOMMODATION

In adverse weather or other emergencies, additional members and their guests may be forced to seek emergency accommodation overnight in the Chalet. Building Leaders MUST immediately record their names on the bunk list so they can be accounted for in case of an emergency evacuation. Additionally, the original building must be contacted to inform them of the non-arrivals.

Department of Conservation licenses the Chalet only to sleep 32 people, so emergency accommodation is for genuine emergencies such as closed roads,

VACATING THE BUILDING

When leaving the building unoccupied, ensure all food waste and rubbish is removed, leave the building clean and tidy with all blankets folded and doors closed.

MEMBER IDENTIFICATION & BUNK AUTHORITIES

All members must wear their name tags at all times. This identifies them as members and avoids awkwardness when remembering members' names.

All members and non-members must have a valid bunk authority for the duration of their stay at the building.

MOVING BETWEEN BUILDINGS OR EXTENDED ABSENCES

Lodge and Hut residents must sign in and out using a whiteboard at the back and blackboard at the front door of the Lodge and the Hut when leaving the premises at night. This is especially relevant when a group will attend inter-club race prize giving. Please advise members to move to and from these events as a group and not to go alone.

If members intend to be away from the building or mountain for some time, they must inform the Cook for catering purposes and the Building Leader for health and safety purposes.

They need to provide an expected return time and be aware that an emergency search may occur without notice on the assumption that the person is missing on the mountain if they fail to return at their allotted time.

Before agreeing, the Building Leader must consider the weather, snow conditions, proposed return time, and the members' roster duties. Exercise discretion.

FIRE WARDEN

GUIDELINES & RESPONSIBILITIES

The following notes cover all aspects of the Fire Warden's duties at all buildings. Please check that you are familiar with these notes and can give the Fire Talk when requested by the Building Leader.

- » Locate the fire panel box, how to open it and silence the alarm, how to check if the alarm has been activated and how to reset it.
- » Ensure all fire exits are clear and usable and extinguishers are operational.
- » Make sure Lights Out Person is aware of potential fire hazards while on duty, including: items on heaters, kitchen appliances and the drying room.

ON HEARING THE FIRE ALARM

FIRE WARDEN'S DUTIES

Proceed to the fire panel box with the Building Leader and identify the area where the fire alarm has been activated.

- » Direct members to safe exits away from the fire.
- » Alert the Building Leader to call the Fire Service/DOC.
- » Organise fire fighting if this is possible.
- » Once all members have evacuated the building, check no one has been left behind – check Cook and instructor rooms, and all toilets.
- » In the Lodge, you will need to appointment someone to clear and check the downstairs area whilst you check and clear upstairs.
- » Report to the assembly point and assist the Building Leader in identifying any missing persons.
- » When all clear is given, return to building and reset alarm.

GENERAL ADVICE

- » It is important that firm control is maintained. In particular do NOT let people crowd to see the fire panel box.
- » Remain calm!
- » Treat any evacuation as the real thing.
- » Nobody may enter the building alone.

BUILDING LEADER'S DUTIES

- » Proceed to fire panel box with Fire Warden and identify area where fire alarm has been activated.
- » Direct members to exit away from the fire.
- » If appropriate call the fire service/DOC.
- » Help coordinate fire fighting if possible.
- » Take the bunk list from the notice board and check all names at the Assembly Point. Identify and locate anyone missing.

SENIOR MEMBER'S DUTIES

- » Make sure everyone in their bunk room or area moves calmly towards the nearest exit away from the fire.
- » Ensure young children have appropriate footwear and clothing. Bring car keys!
- » Hold members in the area of the exit and await instructions from the Fire Warden whether to proceed with evacuation.
- » Evacuate the building to the assembly point.

**SAVE LIVES, THEN
SAVE THE BUILDING**

FIRE WARDEN | CHALET

FIRE WARNING SYSTEMS

There are both manual and automatic alarm systems in the Chalet and if either is activated the bells will ring continuously. The emergency lighting system is also activated the moment the alarm systems react.

The alarm should only be turned off when the fire has been located, when everyone is out of the building, or when it is proven to the Building Leader's satisfaction that it is a false alarm. See the following page to reset the alarm.

The general location of the fire can be determined by looking at the Indicator Panel outside by the main entrance.

MANUAL SYSTEM

Three manual switches operate the alarm:

GROUND FLOOR: By the front entrance

LOUNGE: By the fire exit on the south wall

UPSTAIRS: Top of the stairs

Break the glass and flick the switch, or shout!

AUTOMATIC SYSTEM

There is a system of heat detectors located on the ceilings throughout the Chalet which operate the automatic warning bells. The alarm bells will be set off automatically when a certain heat is reached.

Inadvertent bumps can also set off the alarms. A false alarm can occur if a heat detector has worked loose through vibration. It pays to go round the building hand tightening these from time to time.

EMERGENCY LIGHTING

The moment the alarm system sets the bells ringing - either manually or automatically - the emergency lights also come on.

The emergency lights system is on the wall upstairs just past the dry stores door and is run by emergency batteries. These batteries are trickle charged at all times through mains power. If testing the emergency lights make it a short test so the batteries are kept at maximum charge.

In the event of a power failure the emergency lighting can be manually activated by the 'Test' switch. Remember to turn off the test switch when normal power is restored.

FIRE WARDEN | CHALET

FIRE FIGHTING EQUIPMENT

If any equipment has to be used for a fire, advise the Building Leader or Club Administrator.

EXTINGUISHERS

There is only one type of extinguisher in the Chalet and this is the 4.5kg Foray Multi-Purpose Dry Powder Extinguisher.

This type can be used for all types of fires, has a total discharge time of 15 seconds, and has a simple operation:

- » Remove the safety pin.
- » Point the hose at the base of the fire.
- » Only squeeze the trigger for as long as required. Use short economical bursts.

LOCATIONS: kitchen, bunkroom passage, Cook's quarters upstairs

HOSE REELS

The hose reel is on the bunkroom passage wall.

Beside the reel is a tap. To operate turn on the tap, pull out the hose to the source of the fire, twist the nozzle at the end of the hose to start (or stop) the water flow.

Aim water at the base of the fire.

After use, to prevent freezing, ensure that the hose is free of water, the wall tap is turned off at the wall and the nozzle left 'open'.

FIRE BLANKET

This is in a plastic bag on the wall of the kitchen and can be used on cooking and fat fires.

To use, shake out the blanket holding it between you and the fire and drape it gently over the fire to smother it.

NOTE: Water should not be used on fat fires and an extinguisher can actually spread fat fires with its pressure.

RESET CHALET FIRE ALARM

**EVACUATE THE BUILDING WHEN THE FIRE ALARM SOUNDS.
CHECK FOR FIRE. IF YOU CAN SEE FIRE, CALL 111 IMMEDIATELY.
ONLY RESET THE ALARM WHEN YOU ARE SURE IT WAS A FALSE ALARM**

HOW TO RESET THE ALARM:

- 1** Locate Fire Panel Box on the window of BUNK ROOM FOUR (closest bunk room to the front door.)
- 2** Ensure key is in the keyhole on box labelled SILENCE ALARMS. Turn key. Sirens will stop. Bleeper inside panel will sound. (Brigade will NOT be notified).
- 3** Locate the sensor in the building (manual switch, smoke or heat detector) which has activated the alarm. Its light will be flashing unless it is a manual alarm.
 - A. If a Manual Alarm Switch was activated, turn switch to OFF
 - B. If a Smoke Detector was activated, clean smoke and dust away from detector.
 - C. If a Heat Detector was activated, this will reset itself when the temperature around it drops below 57C.
- 4** Make a note of the date, time, number and location of detector which activated. Send through to the Club Administrator.
- 5** Go back to the Fire Panel Box. Open box and locate the black RESET button at bottom right inside box.
- 6** Press RESET button. All red lights will then go out. The yellow DEFECT light will come on.
- 7** Close door and turn SILENCE ALARM key back to normal position. Yellow light will go out and green light will come on.
- 8** The system is now reset.



IF PANEL FAILS TO RESET, WAIT 10 MINUTES AND TRY AGAIN. IF THIS FAILS, PLEASE CONTACT THE BUILDING OFFICERS RON BONFRER 027 498 3500 OR DAMON FORSYTH 029 275 5335



IN THE EVENT OF A FIRE

SAVE LIVES, THEN SAVE THE BUILDING

ON HEARING THE ALARM, REMAIN CALM.

1 EXIT THE BUILDING

Make sure everyone moves calmly towards the nearest exit away from the fire. Check all the toilets as you exit.

2 EVACUATE TO THE CAR PARK

Assemble in the carpark. Ensure everyone is present.

Nobody may enter the building alone.

3 DIAL 111 IF APPROPRIATE

4 LOCATE FIRE ALARM PANEL, IF SAFE TO ENTER.

Identify the area on the Fire Alarm Panel in bunkroom four where the fire alarm has been activated. Do NOT let people crowd to see the alarm.

5 FIGHT THE FIRE, IF SAFE TO DO SO

Only organise fighting the fire if it is safe to do so.

6 FALSE ALARM

When the all clear given, return to building and reset alarm as per the instructions on the fire alarm panel or in the Chalet Handbook.

CHALET BUILDING LAYOUT

