



RUAPEHU SKI CLUB

HUT BUILDING LEADER & FIRE WARDEN HANDBOOK



GUIDELINES AND RESPONSIBILITIES

WWW.RSC.ORG.NZ

UPDATED 2022

HUT 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 Hut

Hut Flat
Whakapapa Skifield
Tongariro National Park
Ph: 07 892 3822

Questions?

Please contact the Club Administrator during work hours on 09 377 3856 for assistance.

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

Simon Hunt
021 402 997

Sam Hood
021 059 8608

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.

- ☐ Advise the building leader or cook of your intentions.
- ☐ 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. HUT 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 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 nos!

- ☐ 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 four fire exits at the Hut:

UPSTAIRS: Top of the stairs and at the end of the bunkroom corridor.

DOWNSTAIRS: Main entrance and pool room

Check where these are located and consider the possible escape routes depending on where your bunk is located or where you could be at any time.

EXTINGUISHERS

There is only one type of extinguisher at the Hut and this is the 4.5 kg Foray Multi-Purpose Dry Powder Extinguisher. This type can be used for all types of fires, discharges for 15 seconds and has a simple operation:

- » Remove the safety pin.
- » Point the hose at the base of the fire.
- » Squeeze the trigger only for as long as you need. Use short economical bursts.

LOCATIONS: Kitchen, bunkroom passage, game's room and custodian quarters upstairs.

HOSE REELS

There are two reels in the Hut:

UPSTAIRS: Near the Bunkroom entrance

DOWNSTAIRS: Inside the front door

Afterwards, ensure hose is empty, turn tap off a wall and leave nozzle open.

FIRE BLANKET

Located in a plastic bag on the kitchen wall for use 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.

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!

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 **hut**.
- ☐ The password is **edmonton12**
- ☐ In the menu, click on Leader's Report.
- ☐ Enter details and save.

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 Hut, appoint 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.

HUT CATERING

BREAKFAST: The cook provides breakfast on a self-help basis from 7.30 am to 8.30 am. Cereal is available from 7.15 am.

LUNCH: The cook provides lunch on a self-help basis between 11.30 am and 3 pm.

DINNER: Residents must inform the cook if they will be eating out. They will still need to pay the full bunk fee regardless. Dinner is served at 7pm.

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 Tūroa 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

The Lodge and Hut are both designated as emergency public shelters and members of the public may be directed to the buildings for accommodation purposes by DOC or other authorities during extreme weather or other emergency situations. Should this occur each Building Leader MUST immediately record their names and addresses in writing and ensure that this list is included with the bunk list in the event of an emergency evacuation of the building, so that safety of occupants can be checked at the designated assembly place.

The Chalet can be used 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.

POOL ROOM

The pool room should be closed and vacated by 9pm. This can be extended at the discretion of the Hut Leader who is responsible for the supervision of the room at all times. If there is no Hut Leader, the Lodge leader is responsible for this supervision.

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 at the top of the stairs 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.
- » 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 | HUT

FIRE WARNING SYSTEMS & FIRE FIGHTING EQUIPMENT

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

INTRODUCTION

There are both manual and automatic alarm systems in the Hut and if either is activated bells 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 Hut Leader's satisfaction that it is a false alarm.

To turn off the alarm refer to the following page.

MANUAL SYSTEM

There are 2 manual alarm switches in the Hut which operate the warning bells:

UPSTAIRS: Top of the stairs

DOWNSTAIRS: Near the front entrance

To operate either of these alarms break the glass and flick the switch. Alternatively, shout!

AUTOMATIC SYSTEM

There is a system of heat and smoke detectors located on the ceilings throughout the Hut 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 or been exposed to excessive moisture as in steam.

EMERGENCY LIGHTING SYSTEM

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

These lights are supplied by emergency batteries that are on top of the lockers inside the glass door to the bunkrooms. These batteries are trickle-charged at all times through mains power.

In the event of a power failure the emergency lighting can be manually activated by the 'Test' switch on the left, inside the glass door to the bunkrooms, but note these batteries flatten within half an hour! Remember to turn off the test switch when normal power is restored.

HUT 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**

IF THE FIRE ALARM SOUNDS:

- 1 At top of stairs find the FIRE PANEL BOX.
- 2 Check the zone that has triggered the alarm. This will show on the fire panel as a glowing orange button. **You do not need to call Chubb.**
- 3 Ask members to move away from that area towards fire exits.
- 4 Silence alarm by turning the key in the top right corner to the right, labelled SILENCE ALARMS.

There will be a low beeping sound indicting the panel is not in the ready position.

- 5 Remove key(s) and open panel door.
- 6 Now push the BCO (Bell Cut Off) switch down to disable alarm.

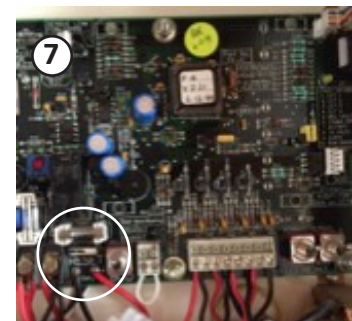
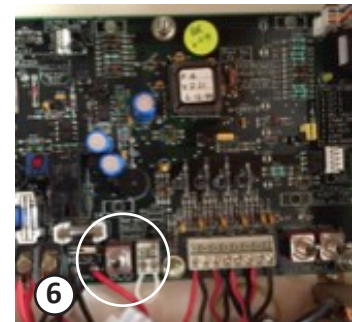
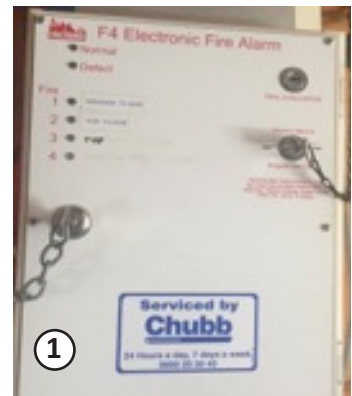
IF NO FIRE, RESET ALARM:

- 7 To reset the alarm (once the building has been checked and the smoke detector activating the alarm has been cleaned), push the silver button labelled reset.
- 8 Close panel door and lock. Turn silence alarm key to left (in line with black lines) to activate alarm system.
- 9 There should be no beeping and the green normal button should be glowing.

Please do not call Chubb out of hours except in the case of a real emergency. A call to Chubb incurs expenses to the club of 6 hours travel time for the nearest technician plus extras.

IF PANEL FAILS TO RESET, WAIT 10 MINUTES AND TRY AGAIN. IF THIS FAILS, PLEASE CONTACT THE

**BUILDING OFFICERS:
SIMON HUNT 021 402 997
SAM HOOD 021 059 8608**





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 LODGE

Assemble at the Lodge. 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 at the top of the stairs 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 in this handbook.

NOTE: If or when the fire alarm goes off you do not need to call Chubb.

Usually a smoke detector has gone off. That can be cleaned and the fire alarm system can be reset using the above instructions.

Please do not call Chubb out of hours except in the case of a real emergency. A call to Chubb incurs expenses to the Club of six hours travel time for the nearest technician plus extras.