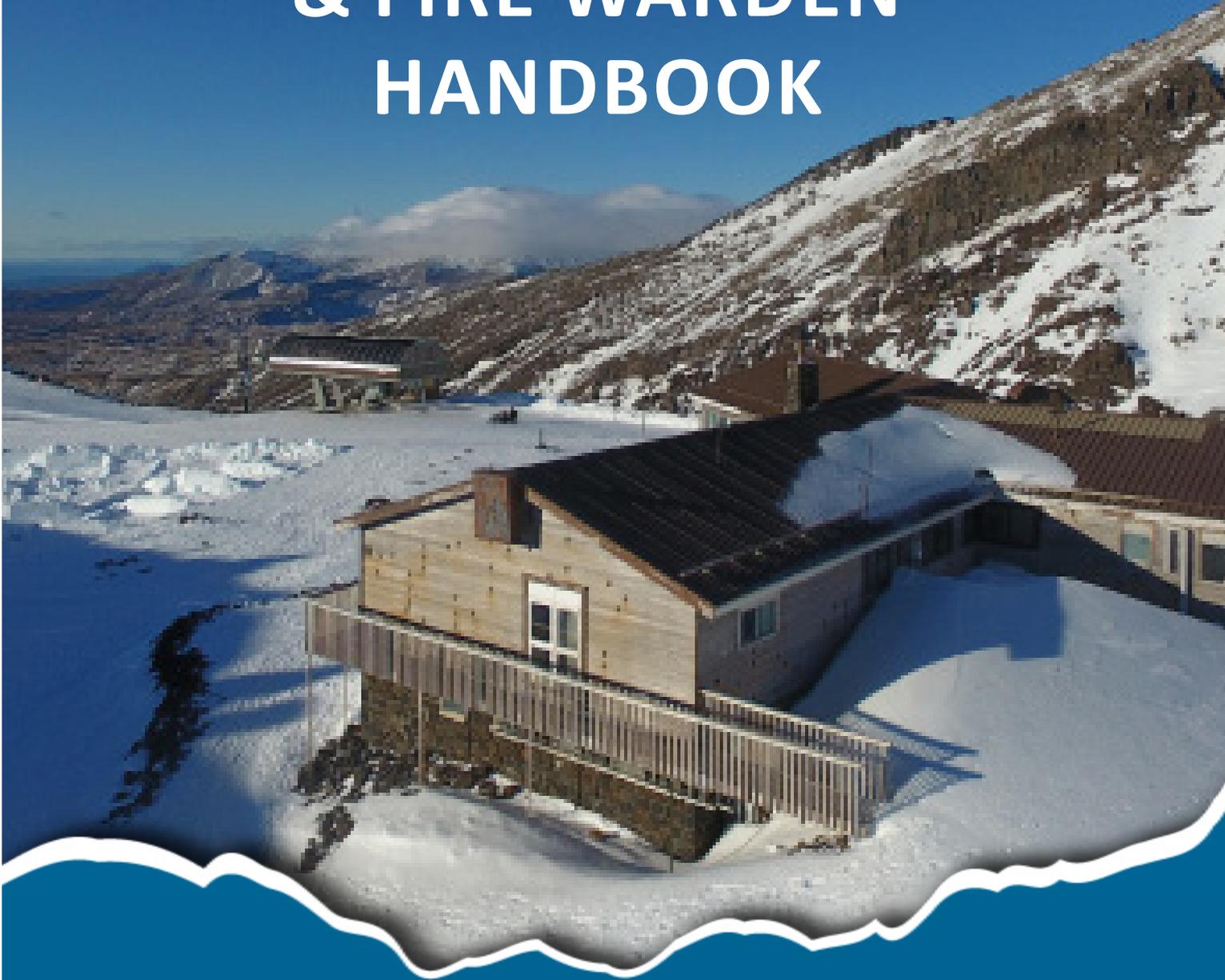




RUAPEHU SKI CLUB

# LODGE BUILDING LEADER & FIRE WARDEN HANDBOOK



**GUIDELINES AND RESPONSIBILITIES**

***WWW.RSC.ORG.NZ***

UPDATED JULY 2022

# LODGE 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 8.

### **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 7)**

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

### **ON DEPARTURE**

#### **5. LEADER'S REPORT (PG 7)**

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

### **Lodge**

Hut Flat  
Whakapapa Skifield  
Tongariro National Park  
Ph: 07 892 3824

### **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:

Carl Burling  
021 342 412

Damon Forsyth  
029 275 5335

# 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

## 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.
- This can be extended to midnight on Saturdays or special occasions.

## 9. FIRE WARDEN / FIRE TALK

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

## 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. SICKNESS

- 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](http://www.rsc.org.nz/leaders).

### 3. MOVING BETWEEN BUILDINGS AT NIGHT

- If attending a prize giving in Iwikau village. 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 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. LODGE 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.**

## 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

- Lounge fireplace
- Stoves left on in kitchen.
- Clothes on heaters in bunk rooms.
- Wax/irons left on in the workshop.

## PREVENTING FIRE

- NO smoking or drinking in 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.

## MANUAL ALARMS

There are 4 manual alarm switches which operate the warning bells. To operate any of these alarms break the glass and flick the switch. Otherwise, shout!

UPSTAIRS: Top of the stairs by notice board.  
Bunkroom Corridor.

DOWNSTAIRS: At the foot of the stairs by the door. Bunkroom Corridor.

## FIRE EXITS

There are seven fire exits in the Lodge:

UPSTAIRS: End of bunkroom corridor, Hatch window on Pinnacles side, Library Door which is often blocked with blankets – keep clear! and Backdoor through the rubbish room

DOWNSTAIRS: End door in lower bunkroom and Main Entrance

- » 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.
- » Remember that snow conditions can change exits overnight so consider all alternative routes.

## EXTINGUISHERS

There are two types of extinguishers in the Lodge; the 4.5kg Foray Multi-Purpose Dry Powder Extinguisher and CO2 extinguisher.

The Dry Powder Extinguisher can be used for all types of fires. It 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. Squeeze the trigger only for as long as you need. Use short economical bursts.

LOCATIONS: Kitchen, stores room, corridor to custodian room, upper hallway and base of stairway.

The CO2 extinguisher is located in the kitchen and locker room and can be used on electrical, flammable liquids and gases, solvents, oil and grease fires.

## 3. LODGE FIRE TALK CONT.

### HOSE REELS

There are two reels in the Lodge

UPSTAIRS: Bunkroom Corridor

DOWNSTAIRS: Outside Drying Room

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.

This system is driven by a pressure pump situated in a cabinet outside the drying room door. This pump starts automatically once the wall tap and hose nozzle is opened.

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

Two fire blankets are situated in plastic bags on the wall of the kitchen for use on cooking and fat fires. To use, shake out the blanket holding it between you and the fire and drape gently over the fire to smother it. Once used these should be replaced.

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

## 4. DUTY ROSTERS

DAILY BEFORE 11AM

**Liaise with the Cook to print off the daily duty rosters by 8.30 am each day, and attach them to the notice board.**

The online automated system suggests duties by bunk room but you'll need to check that the tasks allocated are age appropriate.

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](http://www.rsc.org.nz/leaders)
- The Member Number is Lodge.
- The password is **beganSTATION**
  
- In the menu, click on Leader's Report.
- Enter details and save.

# BUILDING LEADER NOTES

As building leader you have overall control:

- » Make sure everyone is aware that this is a smoke free building.
- » Alcohol may only be consumed in the Lounge and Library.
- » Ensure that the Fire Talk is given adequately
- » Check that duties are being performed
- » Ensure that an acceptable standard of behaviour is maintained
- » Cooperate with the cook and ski instructor
- » Act on emergency matters
- » Aim to help members enjoy their time at the mountain. (E.g. For long periods of blizzard or closed mountain conditions try to get someone to help organise some activities.)

## 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 actually 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.

## FIRE DUTY

If you have appointed a Fire Warden make sure they are aware that they need to give a full Health and Safety Talk in the evening.

In the case of 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 chef/custodians room (and ski instructor if in the Lodge) and the bathrooms.

In the lodge, appointment someone to clear the downstairs area whilst the fire warden clears and checks up stairs.

The building leaders, you should take the

bunk list with you to the evacuation point.

## EMERGENCY SITUATIONS

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.

## MEMBER IDENTIFICATION & BUNK AUTHORITIES

All members are expected to wear their name tags at all times.

This identifies them as members and avoids awkwardness when trying to remember members names.

All residents - members and non-members - must have a valid Bunk Authority for the time they are staying in the building. See 'Bunk Authority' below concerning anyone arriving without a booking!

## BOOKING EXTENSIONS

If members arrive with bookings other than are on the enclosed bunk list, check their Bunk Authority and enter on the bunk list and the Duties Roster.

If Members want to stay extra nights, they must contact administration officer to receive a new booking authority.

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

## BUNK AUTHORITY

It is a breach of club rules to arrive or extend a stay without a booking! Any member doing so must be directed to communicate

# BUILDING LEADER NOTES

with the Administration Officer at their own expense to obtain a booking and to pay the necessary fees through their deposit account.

Please note any irregularities in your building leader report.

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

## **MOVING BETWEEN BUILDINGS OR BEING AWAY FROM BUILDINGS**

Lodge and Hut residents are required to sign in and out using whiteboard at back and black board at front door of the Lodge and the Hut when leaving the premises at night.

This is especially relevant when a group is going to attend Interclub race prizegivings. Please advise members to move to and from these events as a group and not to go alone.

All residents in any building must let both the chef know for catering purposes, as well as the building leader for Health and Safety purposes that they intend to be away from the building or mountain for a period of time. Please ask them for an expected time of return (so you know when to send out a rescue party!)

Explain that without notice an emergency

search may be called out on the assumption that the person is missing on the mountain! Before agreeing, the leader must consider the weather, snow conditions, proposed time of return and the members roster duties. Exercise discretion.

## **CASUAL VISITORS**

All buildings are for the use of all members, not only residents. Members are entitled to bring their friends who should however be introduced to you as the Leader. The member introducing them must remain with them while they are in the building and be responsible for cleaning up all dishes and leftovers. Tea and coffee are provided but no food.

Members not in residence (except Chalet residents), and all non-member visitors, must bring their own lunch.

[This includes Turoa guests who need to bring their own lunch or have telephoned through ahead to make appropriate arrangements with both chefs for catering].

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

## **EMERGENCIES**

In the event of an emergency please contact any of the club officers on the list displayed by the telephone.

# 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 display board 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.
- » 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 | LODGE

## FIRE WARNING SYSTEMS

### INTRODUCTION

There are both manual and automatic alarm systems in the Lodge and if either is activated the alarm sounds continuously. The emergency lighting system is also activated the moment the alarm systems react. However, remember that the alarms do NOT activate the automatic sprinkler system which starts up only when one of the butterfly sprinkler heads on the ceiling is activated causing glycol and water to be sprayed in the area of the fire- not the entire building.

The general location of the fire can be determined by looking at the Indicator Panel on the left of the Main Notice Board at the top of the Stairs.

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 Lodge Leader's satisfaction that it is a false alarm. To turn off the alarm refer to the 'Procedures for Setting Fire Alarm' elsewhere in this set of notes.

### MANUAL SYSTEM

There are 4 manual alarm switches in the Lodge which operate the warning bells:

UPSTAIRS: Top of the stairs by notice board.  
Bunkroom Corridor.

DOWNSTAIRS: At the foot of the stairs by the door. Bunkroom Corridor

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

### AUTOMATIC SYSTEM

There is a system of smoke and heat detectors located on the ceilings throughout the Lodge which operate the automatic alarm. The alarm will sound automatically when the detectors activate.

For more information refer to 'Procedures for Setting Fire Alarm' elsewhere in these notes.



### EMERGENCY LIGHTING SYSTEM

The moment the alarm goes off – either manually or automatically – the emergency lights also come on.

These lights are supplied by emergency batteries which are trickle charged at all time 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 activated by the 'Test' switch in the Library, but note that these batteries flatten within half an hour!



### OTHER THINGS ON THE CEILING

They are covers for electrical wires that may be used in the future.

# FIRE WARDEN | LODGE

## FIRE FIGHTING EQUIPMENT

### INTRODUCTION

In the event of fire the sprinkler system automatically starts up and floods the region of the fire with water. However, it may be possible to extinguish small local fires using the various pieces of equipment around the Lodge before the automatic system is triggered.

If any equipment is used for a fire, the Lodge Leader must notify the club's Fire Officer



### SPRINKLER SYSTEM

The sprinkler system turns on automatically and floods the region of the fire with water.

This happens when the temperature gets to 62°C. The small red phial breaks and water pours out of the sprinkler nozzle. Everything will be soaked in minutes and you should have evacuated the building by this time.

When the sprinkler system is activated a page message comes to Chubb and the fire department automatically. Chubb will know that something has triggered the sprinkler system and will send someone to investigate in due course.

The fire department will also attend.

The sprinkler system consists of a diesel motor-driven pump which automatically starts when the pressure in the system drops if a sprinkler head is activated. The water is drawn from an independent reservoir situated under the kitchen floor. The water level can be checked in the kitchen pantry; it is covered by a heavy steel plate under the

vegetable racks. Be careful to replace the lid as this is a potential hazard as it should always be full to the top.

There is also a sight tube on the wall behind the freezers. It has a liner in the tank so it doesn't leak. The level never changes.

The sprinkler heads (which are glass vials) are sited on the ceiling throughout the building. Unless the fire spreads, only those heads at the source of the fire will operate.

The system will continue to run until it is shut down or runs out of water. Instruction for shutting this down are given under the heading 'Fire Sprinkler System' and also on a board on the wall of the Sprinkler Room.

The system can only be reset when the damaged sprinkler heads are replaced and the pipes re-primed with glycol anti freeze and pressurised. This can only be done by the professionals.

### EXTINGUISHERS

There are two types of extinguishers in the Lodge; the 4.5kg Foray Multi-Purpose Dry Powder Extinguisher and CO2 extinguisher.

The Dry Powder Extinguisher can be used for all types of fires. It 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. Squeeze the trigger only for as long as you need. Use short economical bursts.

LOCATIONS: Kitchen, stores room, corridor to custodian room, upper hallway and base of stairway.

The CO2 extinguisher is located in the kitchen and locker room and can be used on electrical, flammable liquids and gases, solvents, oil and grease fires.

# FIRE WARDEN | LODGE

## FIRE FIGHTING EQUIPMENT CONT.

### HOSE REELS

There are two reels in the Lodge

UPSTAIRS: Bunkroom Corridor

DOWNSTAIRS: Outside Drying Room

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.

This system is driven by a pressure pump situated in a cabinet outside the drying room door. This pump starts automatically once the wall tap and hose nozzle is opened.

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

Two fire blankets are situated in plastic bags on the wall of the kitchen for use on cooking and fat fires. To use, shake out the blanket holding it between you and the fire and drape gently over the fire to smother it. Once used these should be replaced.

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



### HEAT DETECTORS

These are located in the ceiling of the Lodge go off when temperatures reach 57°C.

At this temperature the smoke detectors should have already gone off. It will be extremely hot and you will need to evacuate the building.

There are three different types of heat sensors. Two of these are able to be reset (2 & 3) and one of them needs replacing if it goes off (1).

If 2 or 3 trip the alarm they can reset themselves when the fire alarm system is reset.

We cannot see which heat detector has gone off.

If the fire alarm has gone off and all the smoke detectors are blinking intermittently as usual (not solid red light), this means a heat detector has triggered the alarm. This could be due to a faulty heat detector.

Please notify the Lodge Maintenance Leader to let them know this needs checking next time a technician visits.

# LODGE 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, to left of notice board, note which Zone is indicated on display board.
- 2 Check for fire. Ask members to move away from that area towards fire exits. **You do not need to call Chubb.**

## IF NO FIRE, RESET ALARM:

- 3 If there is no fire, usually a smoke detector has been falsely triggered. That can be cleaned and the fire alarm system reset as follows:

In Library, open Alarm cupboard and locate Fire Panel Box (shown below).

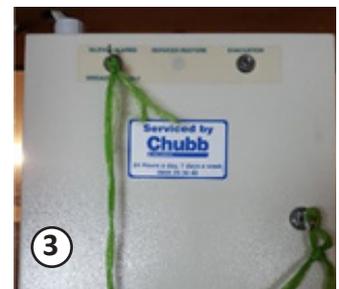
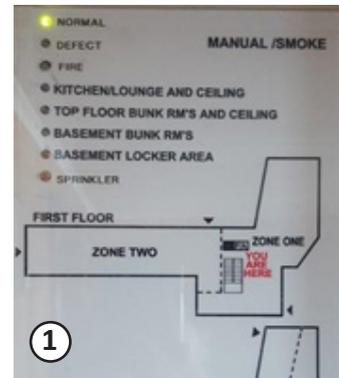
Ensure key is in top left keyhole labelled SILENCE ALARMS (as shown in picture). Turn key to right (clockwise) to silence the alarm.

Using other key in centre right keyhole, open Fire Panel Box (inside view shown at bottom of page)

- 4 Push the SILENCE ALARM switch (silver, centre left on panel) UP.
- 5 Locate the smoke detector that has activated the alarm. It will be in the zone indicated on the display board and its lights will be solid red unless it is a manual alarm.
- 6 Remove and clean the detector. Then replace.
- 7 Go back to the Fire Panel Box. Press the FUNCTION button to cycle through the functions until you see the zone with the dot after it. The dot means that it needs resetting. E.g. i2.
- 8 Press the DEFECTS button to clear the dot. Wait 10s for nl (normal) to appear.
- 9 Switch SILENCE ALARM switch to DOWN position. Close and lock Fire Panel Box door using right key. Turn SILENCE ALARM key back to vertical position. YELLOW light will go out and green light will come on (on the front panel). The system is now in a reset state.

**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.**

**IF PANEL FAILS TO RESET, WAIT 10 MINUTES AND TRY AGAIN. IF THIS FAILS, PLEASE CONTACT THE BUILDING OFFICERS:  
CARL BURLING 021 342 412  
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 HUT**

Assemble at the Hut. 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.

# FIRE SPRINKLER SYSTEM

## THE FOLLOWING INFORMATION IS FOR AN INDEPENDENTLY QUALIFIED PROFESSIONAL ONLY

### INTRODUCTION

In the event of fire the sprinkler system automatically switches into action and floods the region of the fire with water. Apart from setting off the alarm and clearing the building of people, there are two key points to note in relation to this system.

- » CHECK THE POSITION OF THE FIRE from the alarm indicator board at the top of the stairs.
- » ONLY WHEN THE LOCATION OF THE FIRE HAS BEEN CHECKED and it is noted that the fire is under control or out should the sprinkler system be turned off.

### CLOSING DOWN THE SYSTEM AFTER A FIRE.

Note that there are detailed instructions on a board in the Sprinkler Room which is located opposite the front door down a passage between the lockers. To shut down the sprinkler system after a fire has been extinguished follow these instructions.

1. On the control panel push the Pressure Switch Isolate Button. A light will come on.
2. Stop the diesel motor by holding over the 'Stop' lever on the far side of the motor.
3. Advise the Administration Officer to notify the professionals who have to come and restore the system.
4. Fill the diesel fuel tank using a filter funnel.
5. The system can only be reset once the damaged/broken sensor heads have been replaced and the pipes flushed with glycol antifreeze and pressurised.

### TESTING THE SYSTEM

This is not a test to be carried out as part of the Lodge Leaders duties; leave it for a Maintenance Officer or the professionals. When testing, wear the ear muffs provided. Also ensure the alarm is turned OFF using

the isolating switch on the fire alarm panel- and turn ON again at the end of the test<sup>1</sup> (See below and also the 'Procedures for Setting Fire Alarm' elsewhere in these notes).

1. Deactivate the alarm before running the pump: put the key into the keyhole on the right-hand side of the alarm box, turn to the right and leave turned.
2. Connect up the hand pump.
3. Make sure the pump set delivery by-pass valve is 'Open'.
4. Open the hand pump delivery valve – this has a black handle.
5. Close the main valve (yellow handle). The pump should now start.
6. When the pump is running, open the main stop valve lever hard against the pressure switch and lock into position.
7. Open the water supply valve from the glycol tank.
8. Pump up the installation pressure using the hand pump to 1200kpa- the 3 o'clock position on the gauge; should take 3 to 5 minutes.
9. Shut down the pump by holding down the engine Stop lever, then push the pressure switch isolate button.
10. Close the pump delivery by-pass valve. Close the hand pump delivery valve. Close the water supply valve from the glycol tank.
11. Disconnect pump lever.
12. Top up the diesel tank and fill in the log book.
13. Reactivate the alarm: return to the alarm box, turn the key to the left and replace it in the 'SILENCE ALARM switch'.
14. Render a report of any maintenance needed.