DOORACK LODGE
FIRE AND EMERGECY EVACUATION ORDERS

General
Fire in remote locations is a serious risk to life and property, it presents issues that are not found in a familiar urban setting. You must be aware of these risks and how you would respond in a fire situation.

1. The remote location means that members and guests at the Lodge must be prepared, as first responders, to take full initial responsibility for any fire or other emergency situation.
2. The nearest Fire Brigade is at Perisher Valley - at least 15 minutes away once they have been alerted.
3. The Board is responsible for ensuring the Lodge is compliant with Fire Regulations and all fire equipment is in working order. The Board must be advised immediately of any fire equipment faults.

Responsibilities

Lodge Host
The Lodge host has the following *day to day responsibilities* during their time at the Lodge:

1. Ensuring that an up-to-date accommodation register is available, this will normally be the case, however, particularly at the weekend there may be last minute changes;
2. Ensuring that members and guests are aware of the alarm signal, evacuation procedure, evacuation routes and emergency assembly area. This is best performed on a Sunday evening.

Should the alarm sound, fire be detected within the Lodge, or the alarm raised verbally, the host is to:

1. Determine if it is a false alarm, and if so reset the Alarm Panel and advise members/guests accordingly. Details of the false alarm should also be recorded in as much detail as possible and provided to the Board;
2. In case of a genuine fire, notify the Perisher Valley Fire Brigade, then work with members to evacuate the Lodge;
3. Once the Lodge has been evacuated, conduct a role-call to ensure that everyone is accounted for;
4. Liaise with the Fire Brigade as required to ensure the personal safety of members/guests.

Members and Guests
Members their families and guests are responsible for:

1. Knowing the location and correct operation of fire extinguishers;
2. Knowing the safe exit routes from your room and other areas of the the Lodge in an emergency – remember that the shortest route may not be the safest - and where to assemble if the Lodge has to be evacuated;
3. In case of evacuation, ensuring that you make yourself known to the Lodge Host who will be conducting a role-call.
4. Work with the Fire Brigade, Lodge Host and other members/guests to attempt to extinguish the fire to the extent it is safe to do so.

FIRE EMERGENCY PROCEDURE

In the event of FIRE:

1. Raise the alarm by shouting "FIRE, FIRE, FIRE". If necessary and safe to do so, activate the Fire Alarm at the Alarm Panel adjacent to the front door;
2. Alert the Perisher Valley Fire Brigade on 000 (or 6457 5037).
3. Attempt to extinguish the fire – if safe to do so and you feel confident in your ability to do so.
4. Evacuate the Lodge if it is unsafe to extinguish the fire. Ensure you are dressed for an extended period outside.
5. Muster at the Assembly Area next to Jagungal Lodge until a role-call has been performed and it is safe to re-enter the Lodge.

Details

1. The Alarm Signal is a continuous high pitch single tone from smoke detectors throughout the building and the Alarm Panel adjacent to the front door.
2. Evacuation information is on the back of each bedroom door.
3. Evacuation routes from each bedroom are displayed on the back of each bedroom door.