|  |
| --- |
| **\*\*\*Lodge/Ski Club Name\*\*\*** |

Review Date: (2 years)

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# Premises Information

|  |  |
| --- | --- |
| **Premises Name** |  |
| **Address/Location** |  |
| **Owner** |  |
| **Manager** |  |
| **Construction** |  |
| **Floor Area** |  |

# Number of Occupants

|  |  |
| --- | --- |
| **Bedroom** | **Number of Beds** |
| Apt/Room 1 |  |
| Apt/Room 2 |  |
| Apt/Room 3 |  |
| Apt/Room 4 |  |
| Apt/Room 5 |  |
| Apt/Room 6 |  |
| Apt/Room 7 |  |
| Apt/Room 8 |  |

# Essential Services

*(as per Certificate of Occupancy – delete and add as required)*

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Frequency** | **Responsible** |
| Building element required to satisfy prescribed fire resistant levels |  |  |
| Emergency lighting |  |  |
| Exit doors |  |  |
| Exit signs |  |  |
| Smoke and heat alarm systems |  |  |
| Fire extinguishers |  |  |
| Fire hose reels |  |  |
| Materials and assemblies required to satisfy prescribed fire hazard properties |  |  |
| Paths of travel |  |  |
| Penetrations in fire rated structures |  |  |
| Self-closing solid core doors to bedrooms |  |  |
| Fire orders |  |  |

# Key Premises Contacts

|  |  |
| --- | --- |
| **Organisation** | **Contact Number** |
| Emergencies – Police, Fire, Ambulance |  |
| CFA District 24 Headquarters – Wodonga (non-emergency) | 02 6043 4400 |
| Police (non-emergency) | 03 |
| Falls Creek Resort Management Board | 03  |
| Fire Alarm System Technician –  |  |
| Fire Equipment Maintenance Technician – |  |
| Plumber |  |
| Electrician |  |
| Building Maintenance |  |
| Boiler/Heater Technician |  |
| Chimney Sweep |  |
| Lodge Committee Contact |  |

# Appendices

Fire Orders Diagram(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Instructions – Delete this table after readingHow to update Lodge/Ski Club NameThe is a Property within the template.

|  |  |
| --- | --- |
|  | Follow the steps below, which will show you how to change the Titles in the **entire** document automatically. |

Step 1.

|  |  |
| --- | --- |
| In MS-Word 2003:**F**ile | **P**roperties. | In MS-Word 2010:File | Info | Properties | Advances Properties |

 |
| Step 2. In both cases you will get the following screen:

|  |  |
| --- | --- |
|  | Change the “Subject” to Lodge/Ski Club Name.Select OK. |

 |
| **Step 3.**Return to document, right click \*\*\*Lodge/Ski Club Name\*\*\* and select **Update Field.** |
| Update Table of ContentsStep 1.One you have completed the document, right click anywhere in “Table of Contents” and select **Update Field.** |
| Appendix – Fire Orders. Include a copy of your evacuation plan for each floor of the building. If you do not have fire orders or would like to update your existing fire orders, CFA and Mt Hotham Resort Management Board have developed a Fire Orders Template. This is downloadable from the Mt Hotham Resort Management website [www.mthotham.com.au](http://www.mthotham.com.au) under ‘Why Hotham’ > ‘All About Hotham’ > ‘Corporate’ > ‘Stakeholder’ > Fire Safety Management and Evacuation Planning Template OR follow this link <http://www.mthotham.com.au/all-about-hotham/why-hotham/corporate/stakeholder/2014651794959.asp>  |
| Delete this tablePosition your cursor at the top of this table, beside the words “**Instructions -** **Delete this table after reading**” to select table.Delete these instructions (the entire table). |