

Fire Safety Management and Evacuation Plan

Illabunda Lodge



Review Date: May 2026 (2 years)

Fire Safety Management and Evacuation Plan

Illabunda Lodge

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Rev.	Date	Revision Details	By	Approved
1	28 May 2024	Creation	Ben Salon	Terry Dryburgh

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1. Premises Information

Premises Name	Illabunda Lodge ('Illabunda')
Address/Location	8 Telemark Place Perisher Valley NSW
Owner	Port Kembla Ski Club Limited
Winter Managers	Ms Bonnie Marsden and Mr Indy Donkin
Construction	Steel frame with stone, masonry, steel cladding and steel roof
Floor Area	Approximately 600m ² (300m ² per floor)

2. Number of Occupants

Bedroom	Number of Beds
Room 1	4 Single Beds
Room 2	2 Single Beds
Room 3	2 Single Beds
Room 4 – Managers'	1 Double Bed
Room 5	4 Single Beds
Room 6	2 Single Beds
Room 7	2 Single Beds
Room 8	2 Single Beds
Room 9	2 Single Beds

3. Introduction

As detailed in Australian Standard (AS) 3745:2010 Planning for Emergencies in Facilities, the emergency control organisation for most facilities shall consist of a minimum of one person who shall be the Fire Warden.

At Illabunda, the Fire Warden/s are as follows:

- In Winter – the Illabunda Lodge Managers.
- In Summer – the primary contact for the accommodation booking at Illabunda.

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4. Fire Warden - Primary Duties

The duties of the Fire Warden/s are those of command and control of emergencies that arise within Illabunda and can be broken down into three phases of responsibility;

» **Pre-Emergency** - The Fire Warden/s should be familiar with:

- the facility layout;
- installed Fire Safety Features;
- any hazardous items (ie anything that could expand a fire situation - eg gas cylinders, chemicals etc)
- alternate evacuation routes and safe assembly points that may have to be applied for specific emergency incidents;
- the north-point in relation to the facility;
- the local topography and direction of the prevailing wind; and
- the Illabunda Evacuation Plan set out below.

» **Emergency** - Take charge of emergency until arrival of responding emergency services - decide initial response:

- Evacuation – life is threatened.
- Lock down – protect from outside
- Shelter-in-place – Remain inside for protection but not “locked in”.
- No immediate action – no risk to occupants.

» **Post Emergency**

- Liaise with Emergency Services.
- Safe to return to lodge?
- Reinstating services.
- Building damage.
- Injured staff/occupants.
- Debrief Board of Directors.
- Compile reports.

If there is any doubt, the Fire Warden/s should commence evacuation and seek direction from the Officer-In-Charge of the attending Emergency Services.

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5. Pre-Emergency

5.1 Facility Layout and Installed Fire Safety Features

Be familiar with the installed fire safety features in the Lodge. The facility layout and installed fire safety features are shown in Figure 1 below.

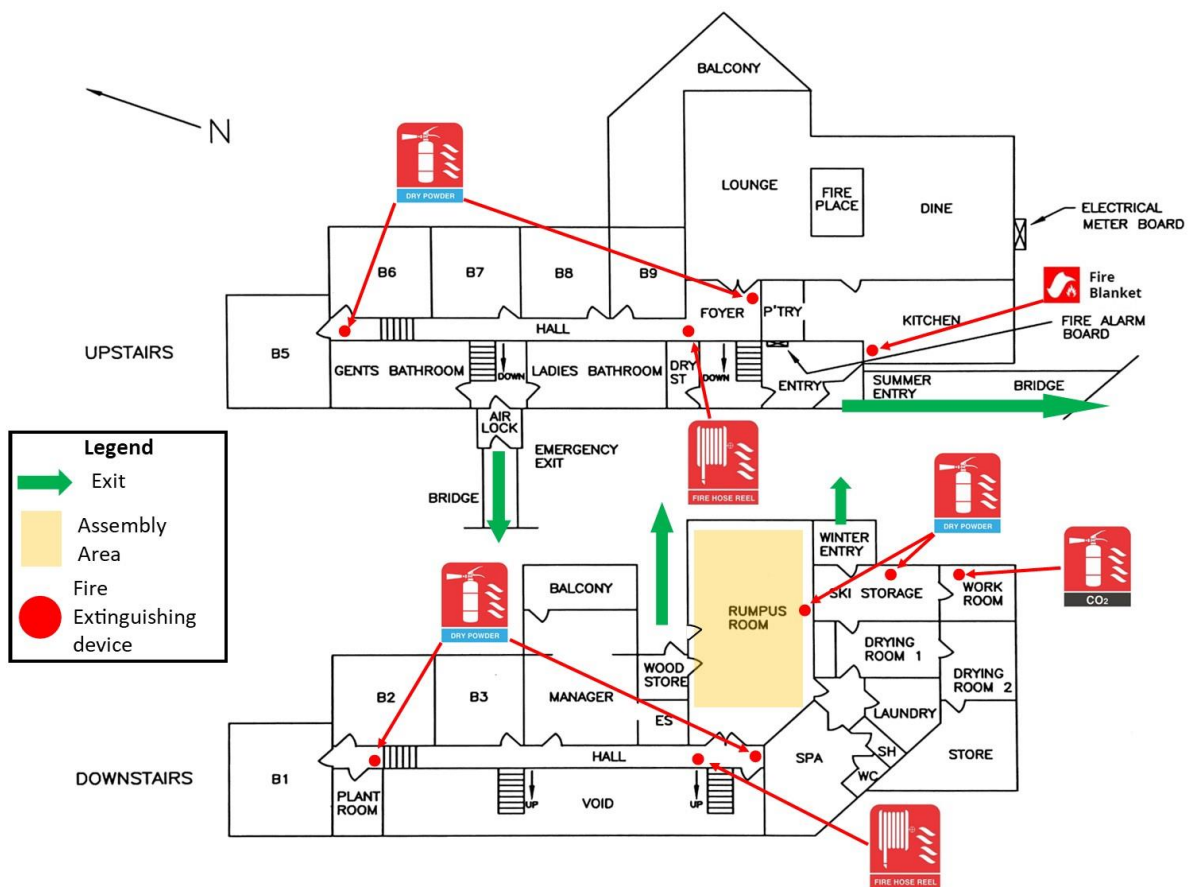


Figure 1- Facility Layout and Installed Fire Safety Features

5.1.1 Fire Extinguisher types/uses

The fire extinguisher types used throughout Illabunda are shown in **Figure 2** below. The locations of these fire extinguishers are shown above in **Figure 1**.

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	Class A Flammable Materials (eg: paper & wood)	Class B Flammable Liquids (eg: paint & petrol)	Class C Flammable Gases (eg: butane & methane)	Class D Flammable Metals (eg: lithium & potassium)	Class E Electrical Equipment (eg: computers & generators)	Class F Cooking Fats and Oils (eg: fryers & chip pans)
Fire Blanket	✓	✓	✗	✗	✗	✓

Figure 2 – Types of Fire Extinguisher Types Used in Illabunda

5.1.2 Fire Alarm System

There is a fire alarm system installed in Illabunda. The fire alarm system monitors zones of Illabunda as follows:

- **Zone 1:** Downstairs – B1, B2, B3, Manager, Plant Room
- **Zone 2:** Downstairs – Work Room, Ski Storage, Spa, Rumpus Room, Void
- **Zone 3:** Upstairs – B5, B6, Foyer, Hall
- **Zone 4:** Upstairs – B7, B8, B9, Dining Room, Lounge Room, Kitchen

6. Emergency

6.1 On becoming Aware of a Fire / Alarm Activation

On becoming aware of a fire and/or the fire alarm sounds, the Fire Wardens are to:

- Locate the fire/s;
- If possible, close doors around fire/s to compartmentalise which should prevent fire venting and spreading to other areas;
- Direct efforts to contain the fire/s with fire extinguisher and other equipment as appropriate. If fire cannot be quickly contained and fire expansion is imminent, advance

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to the safe pre-evacuation area in readiness for full evacuation;

- d) Phone or direct another occupant to phone 000 and advise emergency services of the fire at Illabunda;
- e) Make announcements to occupants including:
 - Upon alarm system activation – advising the situation is being investigated and to remain calm while awaiting further instructions;
 - False Alarm – advising the situation has been investigated and no further immediate action is required.
- f) Prepare to move to evacuation if required.

6.2 If Evacuation is Required – Evacuation Plan

Initial evacuation should be conducted in three distinct stages depending on the severity of the incident.

6.2.1 Stage 1 - Removal of Persons from the Immediate Danger Area

Occupants are removed from the affected areas into safe areas (for example from a room to the corridor). Doors should be closed where possible to confine smoke and fire in the affected areas.

6.2.2 Stage 2 - Removal to Evacuation Staging Areas

If the severity of smoke or heat warrants further evacuation, Fire Wardens should move occupants through fire and/or smoke control doors to a safer area/s near the exits of the building in case complete evacuation is required.

The primary staging area at Illabunda is in the Rumpus Room (as shown on Figure 1 above) as it has good access to multiple exits and to where outdoor clothes and footwear are stored.

Occupants should be advised to safely gather clothing, footwear and other warmth related items for use if evacuation from Illabunda is required.

A head count and/or a roll call of occupants should be carried out at the staging area to ensure all occupants are accounted for. If all occupants are not accounted for, and **only if it is safe to do so**, check rooms to see if the missing person/s can be located. **A sleeve at the back of this Plan contains the lodge occupant list for the booking period.**

6.2.3 Stage 3 - Complete Evacuation

Should the emergency necessitate complete evacuation, Fire Wardens are to direct occupants to evacuate the staging areas via the emergency exits and proceed to the Assembly Area. The Assembly Area is depicted with a red start in Figure 3 below.

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Figure 3 – Assembly Area Diagram

One Fire Warden should lead occupants to the Assembly Area with evacuation equipment pack/s.

A head count and/or a roll call of occupants should be carried out at the assembly point to ensure all occupants are accounted for.

The Fire Wardens should remain in charge of the evacuated occupants until it is safe to return to the Lodge or other arrangements are made for housing the occupants in conjunction with emergency services or otherwise.

Surrounding lodges should be notified of the fire emergency and can also be utilised for housing Illabunda guests to protect from the elements.

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7. Post Emergency

7.1 Liaise with Emergency Services

Liaise with emergency services for any post emergency action that needs to be taken.

7.2 Return to lodge if Safe

Ascertain with emergency services or other authorities if it is safe for occupants to return to the Illabunda.

If it is declared safe to return to Illabunda, then advise the occupants they may return to Illabunda and make any arrangements necessary as a result of the fire.

If it declared unsafe to return to Illabunda, then seek assistance from emergency services, other authorities and surrounding lodges to temporarily accommodate the Illabunda occupants.

7.3 Reinstating services

Water, electricity and gas supplies may have been turned off during the fire.

If it is declared safe to return to Illabunda, check with emergency service or other authorities that it is safe to reinstate the water, electricity and gas supplies.

7.4 Injured People

Ensure any people who were injured during the fire are receiving the appropriate medical attention and/or are made to be comfortable at Illabunda while recovering or awaiting medical care.

7.5 Notify Board of Directors

Notify the Board of Directors by contacting any or all of the Directors and advising:

1. Of the fire
2. Any injuries to occupants or any others
3. The damage to Illabunda
4. What next steps are recommended.

8. Essential Fire Safety Services


Requirement	Inspection Frequency	Responsible
Fire Detection and Alarm System	Annual	Highlander
Emergency lighting	Annual	Highlander

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Exit signs	Annual	Highlander
Fire hose reels system	Annual	Highlander
Portable Fire extinguishers	Annual	Highlander
Lightweight Construction	Annual	Highlander
Solid core doors	Annual	Highlander
Warning and operational signs	Annual	Highlander

9. Key Premises Contacts

Organisation	Contact Number
Emergencies – Police, Fire, Ambulance	
Perisher Fire Station	02 6453 4726
Police (non-emergency)	Perisher – 02 6457 5477 Jindabyne – 02 6450 1900
Fire Alarm System / Equipment Technician – Highlander	02 6456 3333
Plumber – Alpine Gas and Plumbing	Darren – 0404 272 129
Electrician	
Building Maintenance	Michael Livermore – 0408 654 803
Lodge Board Contact	Terry Dryburgh – 0408 802 539