

DUTIES AND PROCESS IN THE EVENT OF A FIRE - SUMMARY

IF YOU DISCOVER A FIRE

- Shout '**FIRE, FIRE, FIRE**'
- Operate the nearest fire alarm point
- Evacuate the building immediately using the nearest available exit
- Call the Fire and Emergency Services by dialling 999.
- Muster in the adjacent Boat Pound and report to the Fire Warden and Emergency Services

DUTIES OF CLUB MEMBERS

- Be curious and aware of fire safety hazards and if in doubt report them immediately to a member of staff or club officer
- Be familiar with the shortest exit route from each area of the club
- If the fire alarm sounds, evacuate immediately by the shortest route to the muster point in the Boat Pound.
- If you have guests, you are responsible for informing them of emergency procedures and guiding them out.

CLUB FIRE WARDEN

During working hours, **the Fire Warden is Naomi or Yulia** (Admin) or **Rebecca** (Accounts). Out of working hours the Fire Warden is **designated by the Senior Club Officer** present (see below).

- Evacuate to the muster point collecting emergency pack and visitors' book.
- Check that Emergency Services have been called
- Check that the building has been evacuated and confirmed as clear by the Fire Officer
- Check whether anyone is missing – make a list of those who evacuated the building
- Liaise with the Emergency Services – provide Emergency Services Information Pack on layout and hazards.
- Ensure no-one leaves the muster point without informing the Fire Warden

CLUB FIRE OFFICER

During working hours, **Fire Officer is the Senior Bosun present (i.e. Graham or Matt)**. Out of working hours the **Senior Club Officer present** becomes the Fire Officer.

- So far as is safe and reasonable, check the building is clear of people
- Assist any occupants with difficulties evacuating (Personal Emergency Evacuation Plans)
- Investigate the source of the fire including the source of the alarm on the panel
- If safe and trained to do so, fight and extinguish the fire. If in doubt – evacuate.
- Report to the Fire Warden and Emergency Services and act as club officer in charge

CATERERS

The senior representative of the Caterers is to:

- Isolate electricity and gas
- Evacuate staff to the muster point and ensure all staff are accounted for.
- Report to the Fire Warden.

The **Senior Club Officer present** is defined in order as:

- A **Flag Officer** in order Commodore, Vice Commodore, Rear Commodore House, Rear Commodore Sailing; Rear Commodore Hospitality; Rear Commodore IT & Digital Marketing;
- A **Club Officer** in order Honorary Secretary, Honorary Treasurer, Assistant Honorary Secretary, Assistant Honorary Treasurer, Honorary Sailing Secretary;
- An **Executive Committee** member;
- The on-watch **Bar Volunteer** (including at Private Functions);
- The **Training Lead** for an ongoing club afloat training activity (if ashore), often will be the Senior Officer at Lobster Building;
- The **Event Co-ordinator** for an ongoing Club event.