

WSC Fire Drills/Building Evacuation Summary

Introduction

Please take the time to read this short summary, as if there is an alarm it is too late to find out what to do in the event of a Fire/emergency.

Please also read the emergency action/evacuation route notices which are posted in all Club rooms.

Hosting an Event

Firstly, if you are hosting an event in the club at which there are quite a few visitors, please brief them on our evacuation procedures and point out the nearest fire exits. All fire exits are unlocked when the building is opened each day, but it does no harm to double check.

Shore House Fire Exits: Main Entrance, Rear Kitchen (includes Upper Dining Room – back stairs), Rear Servery, Main Hall (x 2), Lower Bar, Upper Dining Room onto balcony stairs (x 2). **Lobster Building Fire Exit:** Entrance Doors.

In the Event of Fire

In the event of discovering a fire:

- Operate the nearest fire alarm point;
- Evacuate the building immediately using the nearest available exit (Note: best route shown in each room);
- Call the Fire and Emergency Services by dialling 999.

The common mistake is that when a fire alarm sounds in a building, most people tend to head for the entrance by which they entered the building, this is **WRONG** - as it will cause a bottleneck at the main entrance. If the fire alarm sounds please exit the building via the nearest available fire exit and head for the muster points which are in the adjacent boat pound. Please remember to assist visitors and those who are disabled.

The **Club Fire Warden** heads for the muster point (**Boat Pound**), ensures the appropriate Emergency Services have been called and confirms that the building has been evacuated. The Fire Warden liaises with the Emergency Services. Members wishing to go home, please check in with the Fire Warden first, so that you are not listed as “missing in the building”. In working hours, staff remain on site. On arrival the First Responders will want to know if anyone is missing (e.g. use a Muster List), details of hazards (e.g. use a Club Information Pack) and details about the fire.

The **Club Fire Officer** checks the source of the alarm, confirms that the alarm is genuine, if feasible and safe they fight the fire using fire extinguishers and if feasible and safe they check that the building is clear of people. They keep the Fire Warden informed as to their progress.

The **Caterers** shut down the kitchen, evacuate the building, muster their staff and report results to the Fire Warden.

In working hours, **the Fire Warden is Jayne or Naomi** (Admin) back up **Rebecca** (Accounts) and the **Fire Officer is the Senior Bosun present (i.e. Nigel back up Matt)**. Out of working hours, and often at Lobster Building, it gets more complicated because it depends on who is in the building and what is going on. Basically, the **Senior Club Officer present** becomes the Fire Officer, details off a suitable member to act as a Fire Warden and checks that emergency services have been called. Of course, every situation is different, but 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 Communication and IT;
- A **Club Officer** in order Hon Sec, Hon Treasurer, Assistant Hon Sec, Assistant Hon Treasurer, 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;