



1. Introduction

- 1.1 This plan identifies actions to ensure safe procedures in the event of a fire within Warsash Sailing Club. All staff and Club Members are to familiarise themselves with the content of the Fire Emergency Plan.

2. Action at the Start of an Event held on WSC Premises

- 2.1 When the Shore House Hall/River Room/Upper Dining Room or Lobster Training room is used to host a function with a number of visitors attending, then the Senior Member present (or Administrator if in working hours) should at the start announce and indicate the location of the emergency exits to be used.

3. Action on Discovering a Fire

- 3.1 A Club Member/employee should, In the event of discovering a fire:
 - 3.1.1 Operate the nearest fire alarm point and/or shout “Fire Fire Fire”;
 - 3.1.2 Evacuate the building immediately using the nearest available exit/evacuation route;
 - 3.1.3 Call the Fire and rescue Service by dialling 999.

4. Evacuation Procedures – Fire Warden

- 4.1 All persons are to exit the building using the nearest available fire exit/evacuation route. Note that some exits/routes may be rendered non-usable by closeness to the fire or by smoke. Persons evacuating must not stop to collect valuables, must not use a lift and must not open doors where they can see smoke present the other side, unless it is the only route of escape.
- 4.2 Whilst evacuating, particular attention should be given by members to assisting disabled people and visitors who may not be familiar with the orientation of the Club.
- 4.3 On exiting the building persons are to proceed directly to the nearest assembly point. These are located at Shore House Pound for Shore House and at Lobster Pound for Lobster Building. Those “last out” of an area should report the fact to the Fire Warden.
- 4.4 The Fire Warden (i.e. administrator during working hours or senior member present out of working hours) is to first ensure that the Fire and Emergency Service has been called, then to arrange for/take a roll call, the object being to determine that all persons known to have been in the club have safely evacuated the building. The Fire warden is also to arrange for the duty Flag Officer/duty Executive Member to be informed.
- 4.5 After evacuation, all staff are to remain on site. Any member who wishes to leave the site **MUST** inform the Fire Warden (i.e. administrator (working hours) or senior member present (out of working hours)) that they are doing so. Members with information likely to be of use to the Fire and Emergency Service should be asked to remain on site.
- 4.6 If Shore House is the scene of the emergency, the Catering contractor is to take a roll call of catering staff and report the results to the Fire Warden.
- 4.7 If Lobster Quay is the scene of the emergency. The person leading the training/sailing activity is to oversee the evacuation, call the Fire and Emergency Services and contact the Fire Warden who will then trigger the Club response as detailed above.

5. Investigating the fire – Fire Officer

- 5.1 The Club’s Fire Officer should first investigate the alarm, if a genuine alarm he is to ensure that the Fire and Emergency Service has been called (Note: this is not to be delayed). If the suspicion is raised by seeing smoke coming from under a door or by seeing smoke in a closed room **ON NO ACCOUNT SHOULD ANY ATTEMPT BE MADE TO OPEN THE DOOR**, instead the alarm should be confirmed and the Fire and Emergency Service summoned as quickly as possible.
- 5.2 Once the source of the alarm activation has been found, the Club’s Fire Officer should assess the situation. If the alarm activation is not a false alarm, the Fire Officer should confirm the fire to the Fire Warden and confirm that the Fire and Emergency Service has been called.
- 5.3 If it is assessed to be a minor fire and only if it is safe to do so, the fire officer may fight the fire with extinguishers.
- 5.4 If the fire cannot be dealt with by extinguishers, he is to check the building evacuation is underway and report to the Fire Warden.
- 5.5 If feasible and only if safe to do so, he is to check that the building has been evacuated reporting when this has been completed to the Fire warden.



6. Fire Alarm System, Signage and Equipments

- 6.1 The fire alarm system(s) is checked by the Club Fire Officer (i.e. senior bosun) as part of his weekly checks.
- 6.2 Green exit signs and emergency lighting are provided throughout the building(s) to direct occupants to the fire exits. These and exit door “crash-bars” are checked by the bosuns monthly.
- 6.3 Firefighting equipment is provided throughout the building(s), it is checked weekly by the bosuns and serviced annually. Only persons who have been trained to use the equipment should attempt to fight a fire.

7. Responsibilities

- 7.1 Responsibilities, as laid down in HS101 are:
 - 7.1.1 Fire Safety Officer, this is Rear Commodore House and he is responsible for leading on fire safety, for arranging for the periodic fire safety checks and inspections to be carried out, for conducting all fire risk assessments, for overseeing training.
 - 7.1.2 Fire Warden, this is the administrator and she is responsible for recording fire safety checks and training carried out and is to maintain an evacuation check list. During an emergency in working hours the Fire Warden is responsible for overseeing the after evacuation, taking a roll call and for liaison with the Fire and Emergency Service, in particular confirming all persons have evacuated/persons missing, communicating the location of the fire and the location of any highly flammable materials. If the administrator is not present during the working day then her responsibilities will be taken by the Club accountant. Out of working hours the Fire Warden’s responsibilities are taken by the senior Member present. (see Section 9 below).
 - 7.1.3 Fire Officer, this is the senior bosun present (working hours) or the person requested to act as Fire Officer by the senior member present (out of working hours). The Club’s Fire officer confirms the existence of the fire and takes immediate actions (see section 5 above).

8. Training

- 8.1 All staff are required to know:
 - Their particular fire emergency responsibilities and specialist knowledge for the areas in which they work (e.g. hazards).
 - The exact locations of all fire extinguishers and fire-fighting equipment, and be familiar with their mode of use;
 - The exact positions of all fire escape routes and emergency exits.

9. Senior Member Present

- 9.1 The senior member present at a fire/emergency is defined, in descending order as:
 - A Flag Officer in order Commodore, Vice Commodore, Rear Commodore House, Rear Commodore Sailing;
 - A Club officer in order Hon Sec, Hon Treasurer;
 - An executive committee member;
 - The on-watch bar volunteer;
 - The training lead for an ongoing club afloat training activity (if ashore);
 - The event co-ordinator for an ongoing club event.

10. References:

HS101: WSC Fire Safety Policy.

11. Change history

- V1.0 Initial issue dated 15 January 2017;
V2.0 Update following initial experience dated 4 March 2019.