



## Portchester Sailing Club

# FIRE EVACUATION GUIDANCE FOR STAFF, MEMBERS AND GUESTS TO PORTCHESTER SAILING CLUB

**Welcome to Portchester Sailing Club we hope you enjoy your visit to the club. I would ask you take a few moments to read this information sheet.**

**Guests - Your host or a nominated member will brief you on a few essential instructions that are on the reverse of this leaflet and for your safety.**

**This is a busy club and a number of different activities are often taking place at the same time.**

**Some of the surfaces are uneven, although everybody does their best to tidy up; there are still things that you could trip over, so please be careful.**

**When you came into the club you probably came in the main gate. There is a second gate beside the club's start hut by the water. The start hut is the main assembly point if the club needs to be evacuated.**

**The main route to the start hut is from the club veranda down a few steps**

**and along a path through the dinghy racks to the hut. If you are in the toilet or perhaps getting your food from the kitchen and the fire alarm were to go off, you should leave by the nearest door which has an emergency exit sign.**

**You should then make your way to the start hut. Avoid walking through flames and smoke, remember there may be less smoke if you crawl along the floor.**

**From time to time the club conducts fire exercises, if there is an alarm during your visit I would ask you to cooperate with instructions and also pass comments to your host on how we could do things better.**

**The Commodore**

# Fire Briefing

## **Members, Staff and Nominated persons please read the following:-**

You should always be aware of the need to familiarise yourself and your guests with fire escapes, routes to the assembly point and possible obstructions; such as unusual table layouts.

If you or your guests have a disability or need particular assistance in the event of a fire or other evacuation you should agree a personal evacuation plan with a Committee Member or responsible person (for a private function) in advance; not wait until a problem arises.

If you have any suggestions on how this briefing could be improved; please amend a leaflet and place in the suggestion box.

- **Discovering a fire**
- **Sound the alarm and shout “Fire, Fire Fire”**

***Persons near the yard mechanical alarm may also ring to raise awareness – If safe to do so.***

## • **On hearing the fire alarm**

- Immediately the fire alarm sounds you must evacuate to the assembly point via the **nearest exit** ensuring that all doors are closed.
- Assist your visitors to evacuate the building (unless you, or they, are in another part of the building when the alarm sounds)
- Ensure you follow instructions from management or persons who have taken charge.
- Do not run or panic or stop to collect personal belongings
- Do not open or touch a door beyond which you have reason to believe there is a fire.
- Report to the assembly point at the Start Hut by the water gate. Do not return to the building until you have been told to do so.

## • **Fighting the fire**

You should only attempt to fight a fire where there is no risk to your personal safety and you are competent to use the extinguishers provided.

You should only ever attempt to fight a small fire, making sure your escape route is always unobstructed Never place the fire between you and your safe escape route.

## **Person taking charge at Assembly Point**

- **Nominate people to assist**
- **From a place of safety- Phone for help**

Dial **999**  
or international **mobile** number **112**  
**say**

**Who you are , There is a fire at  
Portchester Sailing Club,  
Waterside Lane, Portchester  
PO16 9QN**

**Give details of type of fire (if known)  
And its exact location**

- **Ask persons to think if there is anybody missing and report to fire service when they arrive.**
- **If safe to do so, send a responsible person down Waterside Lane to meet the Fire Brigade.**
- **Look after people as best you can , be aware of injuries shock cold , special needs .**
- **Wait until a competent person has said that it is safe to return to the club. After the incident has finished please submit a report to Management Committee**