



Burnham Sailing Club

FIRE SAFETY PLAN

**Burnham on Crouch Sailing Club
West Quay
Burnham-on-Crouch
Essex
CM0 8AS**

Written April 2012

Reviewed: April 2013, April 2015, April 2018, April 2021

FIRE INSTRUCTIONS

IF YOU HEAR THE CALL "FIRE"



EVACUATE THE BUILDING BY THE NEAREST AVAILABLE ESCAPE ROUTE.



DO NOT DELAY YOUR EVACUATION BY RETURNING TO COLLECT PERSONAL PROPERTY



TAKE RESPONSIBILITY FOR ANY VISITORS AND INSTRUCT THEM TO FOLLOW YOU



LEAVE THE BUILDING WALKING CALMLY



MAKE YOUR WAY TO THE ASSEMBLY AREA IN THE DINGHY PARK

FIRE INSTRUCTIONS

IF YOU DISCOVER FIRE



SHOUT, "FIRE" TO ALERT OTHERS.



**REPORT THE FIRE TO THE EMERGENCY SERVICES DIAL 999
DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS IT IS SAFE TO DO SO**



EVACUATE THE BUILDING BY THE NEAREST AVAILABLE EXIT



**DO NOT DELAY YOUR EVACUATION BY RETURNING TO
COLLECT PERSONAL PROPERTY**



LEAVE THE BUILDING WALKING CALMLY



MAKE YOUR WAY TO THE ASSEMBLY AREA IN THE DINGHY PARK

FIRE INSTRUCTIONS

DISABLED PERSONS

**DISABLED PERSONS SHOULD NOT BE LEFT ALONE. THEY SHOULD
BE ESCORTED OUT OF THE BUILDING**

MEETINGS AFTER HOURS

**IF THE FIRE ALARM SOUNDS WHEN A COMMITTEE MEETING IS
TAKING PLACE AFTER NORMAL HOURS, THE SENIOR MEMBER OF
THE COMMITTEE PRESENT WILL TAKE CHARGE OF THE
EVACUATION**

FIRE SAFETY PRECAUTIONS

THESE ARE FOR THE SAFETY OF YOUR WORKPLACE



**PLEASE ENSURE THAT YOU TURN OFF THE HEATING & COOKERS
WHEN YOU LEAVE THE BUILDING**



**PLEASE ENSURE THAT DOORS AND WINDOWS ARE CLOSED AT
NIGHT**



**PLEASE ENSURE THAT YOU TURN OFF ALL THE LIGHTS IF YOU
ARE THE LAST ONE TO LEAVE THE SAILING CLUB AT NIGHT**



**IF YOU SEE A FIRE RISK, PLEASE REPORT IT TO THE
COMODORE**



**REMEMBER TO CHECK THE TOILETS AND STORE ON THE
GROUND FLOOR BEFORE LEAVING**