



***Burnham Sailing Club***

**FIRE**

**SAFETY**

**PLAN**

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

**Reviewed: April 2013**

# **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 SAILING CLUB**



**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**