	Helensburgh Sailing Club		
	STANDARD OPERATING PROCEDURE		
Fire Safety Plan			
Procedure No	09 – Rev02	Prepared By	Tim Flatman
Date Issued	March 2021	Checked by	Ian Chatten
Supersedes	09 – Rev01	Approved by	James Miller

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1. Purpose:

- 1.1. It is imperative that this Fire Procedure is adhered to and constantly checked to ensure that all members, visitors and responsible person of the day are aware of their responsibilities when a fire alarm is raised.
- 1.2. EVERYONE, while at Helensburgh Sailing Club has a duty of responsibility to report any potential fire hazards and to cooperate fully with the fire procedure to ensure the safe evacuation of all.
- 1.3. This policy has been referenced with the FIRE (SCOTLAND) ACT 2005 as amended and THE FIRE SAFETY (SCOTLAND) REGULATIONS 2006, The Area Commander, Strathclyde Fire
- 1.4. Organisers and officials of any event at the Sailing Club must prepare themselves for the possibility of having to deal with such an incident. It is however vital to have in place a procedure that can be followed should the worst happen
- 1.5. Forethought and planning is essential and will ease the handling of a serious situation to the benefit of all concerned. Do not forget that our handling of such situations has a direct bearing on the face of competence we present to the authorities, the media, and the competitors and to our visitors.

2. INTRODUCTION

- 2.1. On hearing the fire alarm sound ALL persons within the building must evacuate immediately.
- 2.2. The Fire Assembly Point is located in the extension Car Park to the North of the Sailing Club Buildings
- 2.3. Fire exit doors are manually opened and allow easy access to the assembly point – Last person out shut the door
- 2.4. All visitors will be briefed on the fire alarm procedure but it is their responsibility to note their nearest fire exit.
- 2.5. Disabled members have Personal Emergency Evacuation Plans (PEEPs) and they and their helpers are aware of the best way for them to escape the building.
- 2.6. Weekly tests will be carried out on the alarm systems and full evacuations will be held from time to time during training events
- 2.7. All evacuations shall be logged.

3. RESPONSIBILITIES

- 3.1. All members must familiarise themselves with all the fire exits and escape routes
- 3.2. All event briefing shall pay special attention to briefing visitors to the clubhouse
- 3.3. Fire extinguishers shall only be used if trained to do so NEVER PUT YOURSELF IN DANGER
- 3.4. Disabled Members should keep their PEEPs up to date.

- 3.5. Club Officials must be aware of the issues associated with evacuating the Disabled and remain alert to the presence of disabled visitors.

4. PROCEDURES IN THE EVENT OF FIRE

- 4.1. Upon discovery of a fire the "Bell" at the bar shall be rung continuously with audible shouts of "FIRE, EVACUATE the BUILDING IMMEDIATELY"
- 4.2. All members and visitors will make their way out of the building and assemble in the North Car Park. Green fire exit signs point the way to the nearest exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- 4.3. Close (but do not lock) doors behind you as you leave the building.
- 4.4. If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point. Please do not run
- 4.5. People with disabilities should assemble at the wheelchair holding area until any exit is clear.
- 4.6. As far as possible and without compromising his own safety the Safety Officer of the day will check the building to ensure all persons have left and will close accessible doors and windows to check the spread of fire.
- 4.7. Wait at the fire assembly point and under no circumstances enter the building until the "ALL CLEAR" has been given.

5. Fire Alarm Tests

- 5.1. Alarm test every Monday at 09:00am. The Onshore Rear Commodore is responsible for maintaining a log of all fire safety checks
- 5.2. Alarm tests. A full evacuation will be held 2 times per year.

6. Control of Materials

- 6.1. Highly flammable fuel is stored in the Black container at the side of the main ramp

7. PUBLICITY – Following a Fire

- 7.1. NOTE: As soon as exact details are established they should be carefully recorded. It is vital to obtain an accurate account of the incident using eye witness statements) and any other sources of reliable information so that a detailed picture of the incident can be conveyed. This information will also be required by Insurers and legal representatives.
- 7.2. No one but an official of the Club shall divulge any information to the Press or Media and if ask shall refer them to an HSC Flag Officer

8. Evacuation of Disabled People

- 8.1. Each disabled person will be interviewed using Attachment 1 to determine whether they need a Personal Emergency Evacuation Plan (PEEP). If this interview identified someone requires a PEEP, then (Appendix 2) will be used to record an individual PEEP.
- 8.2. Where a PEEP is required a copy shall be held on file in the HSC Office at the back of the Procedures folder

Attachment 1 - PEEP

Dear

**Helensburgh Challenger Group
Personal Emergency Evacuation Plan (PEEP)
from Helensburgh Sailing Club Clubhouse**

We are currently reviewing and improving our emergency evacuation procedures to ensure that all sailors are able to leave the clubhouse in the event of a fire or other emergency. Some disabled people will be able to leave the building unaided while others may require assistance. We wish to know whether you would like us to draw up a PEEP with you in order to assist you to leave the building in the event of an emergency.

The officers of HCG (Joanna Martin) together with representatives from HSC (Howard Marsden) will work with you to draw up your PEEP. Please complete the questionnaire below and return it to me.

Yours sincerely

Howard Marsden

**Email: h.marsden@talk21.com
Briarwood, 217B East Clyde Street, Helensburgh, G84 7AP.**

Questionnaire

Have you read and understood the fire evacuation procedure for the clubhouse?

Yes No

Do you require a copy of the procedure in an alternative format, for example, large type or or personal explanation?

Yes No

If Yes, which format? _____

Do you have any special evacuation requirements?

Yes No

If Yes, give brief details (for example, help with wheelchair) _____

Attachment 2 – Peep record sheet

Helensburgh Challenger Group Record of Individual Emergency Evacuation Plan

Person's name:

Reason why a PEEP is required:

Date plan created:

Plan created by:

Awareness of procedure

A copy of the evacuation procedure has been issued in the following format:

- Paper copy
- Large print paper copy
- Braille
- The escape routes have been pointed out
- The PEEP has been discussed verbally

The method of alert in an emergency is by:

- The existing fire alarm system
- The personal carer (this person must be identified)
- The designated onshore responsible person (this person must be identified)

Names _____

Getting out

Assistance is required from ___ person/people

Name _____

Backup _____

(Each of these people requires a copy of this sheet)

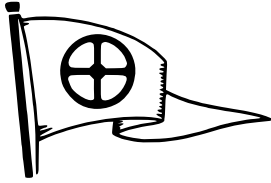
The following is a description of the egress plan:

Specialist equipment to assist evacuation is:

Practice dates

A practice session will be at the first session of each sailing season.

Attachment 3 – Checklist and Log



Helensburgh Sailing Club Fire Safety Checklist and Log

1. Smoke detectors
2. Emergency lighting
3. Fire extinguishers
4. Fire door mechanisms working
5. Fire Exit routes are clear

Date	Checked By:					

1. Smoke detectors shall be checked by

2. Emergency lighting shall be checked by

3. Fire extinguishers - Inspected to ensure in place, and haven't been tapped with or loose & used as door stops

4. Fire door mechanisms working "crash bars open doors easily

5. Fire Exit routes are clear out side with no trip hazards