



## Hythe & Saltwood Sailing Club Emergency Plan and Fire Safety

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# HSSC Emergency Plan and Fire Safety

Updated 01-01-2023



## VERSION HISTORY

	CONSULT	AGREED BY COMMODORE	ISSUE DATE	REASON FOR POLICY / PROCEDURE DEVELOPMENT OR CHANGE	REVIEW DATES
1	House Committee			Procedure for evacuation following assessment by Kent Fire Brigade.	March 2022
2	Fire Marshal			Annual training on fire extinguishers and evacuation of the building in the event of a major incident.	
3					

Declaration of reading and understanding the HSSC Emergency Plan, having received training on using the club's fire extinguishers and training on effecting the emergency plan in the event of a fire or serious incident that could involve evacuating the buildings to the Assembly Point.

### Emergency Plan approval. Signed by all fire marshals.

Signed;..... Printed name.....

Signed;..... Printed name.....

Signed;..... Printed name.....

Signed;..... Printed name.....

Date.....

### Testing of emergency lighting

Dates tested.....

Signed;..... Printed name.....

### Approval signed by chief fire marshal

Signed;..... Printed name.....

Date.....

### Approval signed by the Commodore

Signed;..... Printed name.....

Date.....

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## HSSC EMERGENCY PLAN – QUICK CHECK LIST



### **Protect lives:**

- When advised of an emergency situation, act as quickly, calmly and as effectively as possible.
- Provide emergency first aid.
- Protect individuals from further harm.
- Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved
- If lives are at risk or there is serious injury, contact emergency services
- Isolate the cause of the incident (e.g. turn off electricity, isolate gas)
- Clear the water of boats as necessary, while you deal with the incident
- Evacuate the premises as necessary

### **Take control:**

- The Officer of the day (OOD) or, if operating as a Training Centre, Principal / Chief Instructor, will take immediate charge of the situation until an incident co-ordinator is appointed
- Appoint a small management committee, with outside advisors to support the incident co-ordinator if required – dependant on the severity of the incident
- If there is a fatality, the prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs
- Maintain a record of key information, actions and communication with the media carefully logging all details of an incident
- Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place
- Protect and ensure the welfare of all those involved and any witnesses

### **Inform agencies:**

- Make sure you have the following information: what the problem is, your location, how many are involved, when it happened.
- Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media
- Notify the relevant OOD and Commodore
- Determine if you need to contact other agencies? Police, RYA, Local Authority, Harbour Master, environment agency, electricity, water or gas suppliers?
- In the UK, if it is a water-based incident on a coded vessel, you are legally required to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement.
- If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive
- If you have to inform the media, appoint one person to do this and accurately detail to them only the information that is absolutely necessary to hand over. Do not publicise or confirm the name of any casualties until the Police have confirmed that the NOK has been informed, even if the press appear to know who it is. Do not get drawn into speculating about causes, blame or possible outcomes.
- Carefully log an incident and follow up with the committee and persons as necessary to learn from it and prevent possible re-occurrence.



## HSSC FIRE SAFETY PLAN

### ***Means of raising alarm and notifying emergency services***

- On detection of a fire, the member should telephone 999 and raise the alarm (shouting fire)
- Following evacuation the member who discovered the fire should inform the Fire Marshal about the nature and location of the fire.

### ***Means of dealing with fire***

- Members who have been trained in the use of fire extinguishers may attempt to fight the fire, if they wish to do so. However if members are in any doubt about their ability to use the extinguishers effectively, they should evacuate the building immediately.

### ***Fire marshal and responsible person for site***

- There is a signing in book for visitors, ensure this is taken upon evacuation
- Fire marshals and deputies are to assist with evacuation, a check of the bar cupboards, toilets, board store, and garage areas.
- All members or visitors are advised not to visit any other areas which will not be checked by a Fire marshal without first advising a colleague where you are and when you have returned.

### ***Evacuation plan, including people at higher risk***

- On hearing the fire alarm all people in the building must immediately do the following:
- Walk directly to the nearest exit
- Walk to the assembly point and ensure the Fire marshal knows you have left the building
- Wait at the assembly point until you are told by your Fire marshal that you can return to the building. In the event of an extended emergency where the Fire Services advise that staff should leave the site, everyone should leave, by walking around the perimeter furthest from the club house.
- Any persons potentially requiring assistance to evacuate, for example due to disability or pregnancy, must inform the committee, who will carry out a risk assessment for that individual. The risk assessment will assign a buddy to assist during evacuations and identify any additional requirements.
- The assembly point for all persons, is on the beach front promenade, shown with a green sign (see Appendix 1 for plan of evacuation routes).
- All fire marshals will report whether all the members and visitors they are responsible for have left the building, and will liaise with the Fire and Rescue Service. The Fire marshal is identifiable by their high visibility jacket.

### ***Minimising harm to fire crews***

- Floor plans of HSSC will be available in the Fire marshal's fire safety file, identifying locations of chemicals. Any bottled gas canisters and petrol stored in the designated areas.

### ***Communication of plan to members and visitors***

- Fire marshals are responsible for informing members and visitors about the emergency plan and any amendments to it. The plan is also available on the web site for viewing by all members.

### ***Visitors and contractors***

- Visitors and contractors are asked to sign in and out of the visitors' book at the galley area. The 'visitors' book will be taken out by one of the Fire marshals during any evacuation to ensure all visitors and contractors have evacuated.
- The safe evacuation of visitors / contractors is the responsibility of the host of the meeting they are attending.

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## ***Testing of emergency plan***

- Evacuation drills will take place once per year by the Fire Marshals.

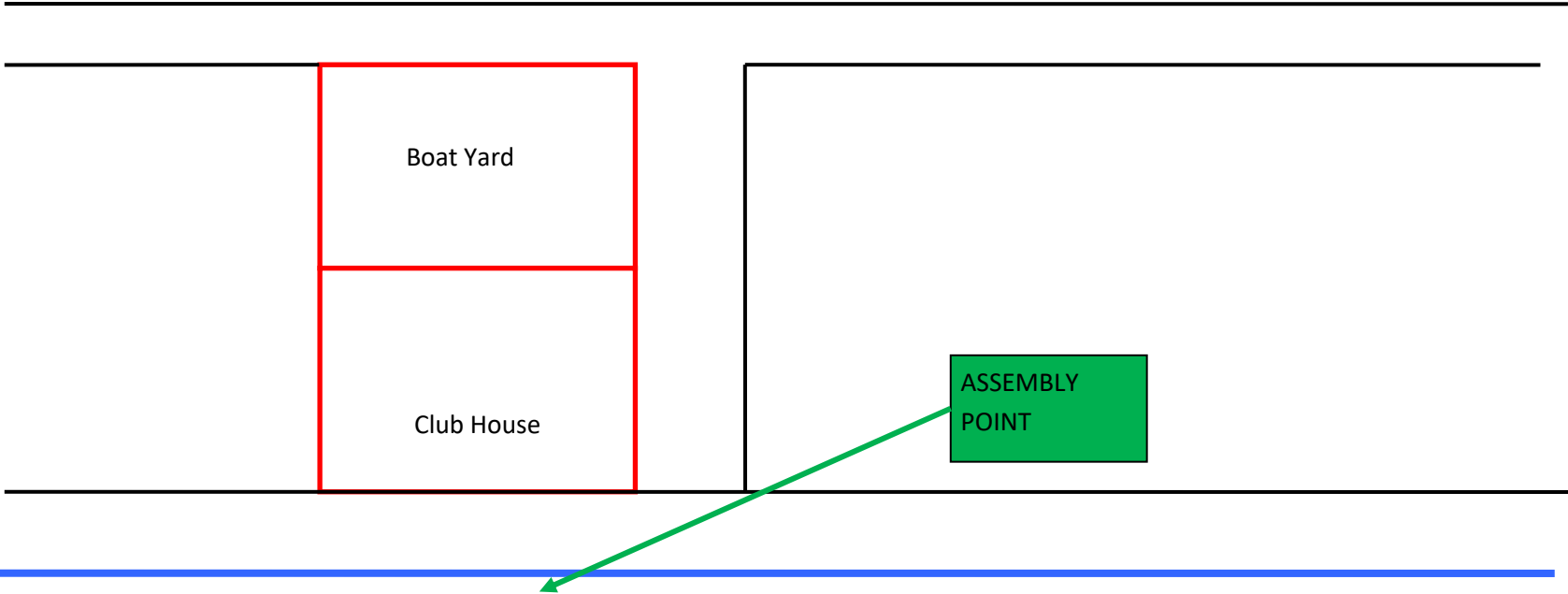
## ***Review of plan***

- The emergency plan will be reviewed every year by the Fire Marshals and House committee or within 1 month of a test or activation if this demonstrates that changes are required.
- Testing of all fire extinguishers will be carried out annually and safety certificates/records held on file.



**THE EMERGENCY ASSEMBLY POINT**

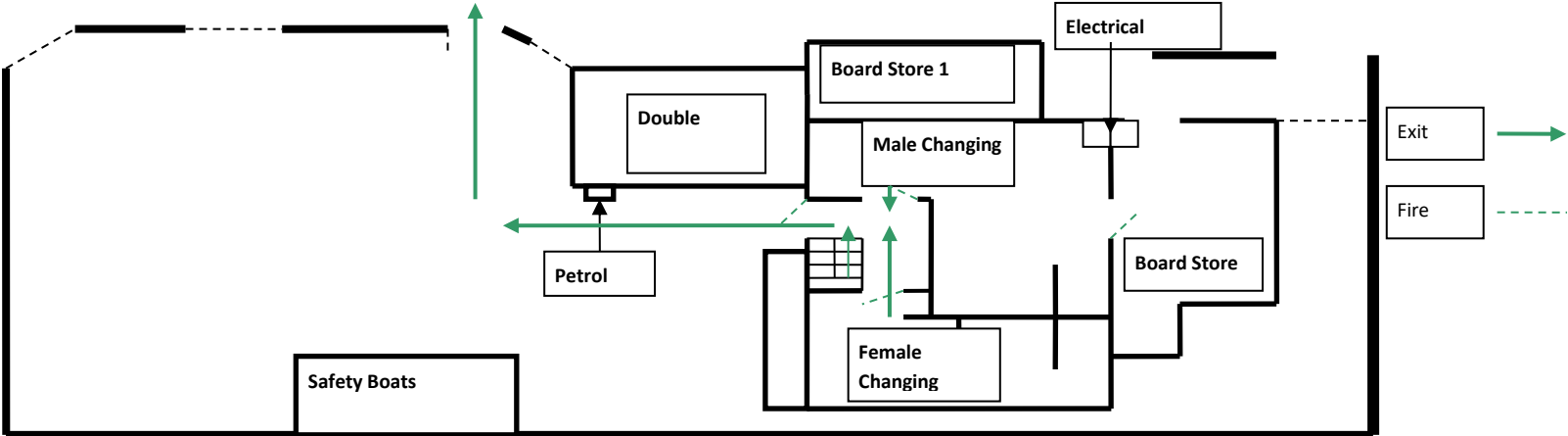
South Road



Beach front



**SITE PLAN – GROUND FLOOR**





SITE PLAN - FIRST FLOOR

