



## BYC - Fire Evacuation Plan

### What to do on discovery of a fire

- Operate the nearest fire alarm breakpoint immediately. This will initiate the fire alarm, which is a continuous ringing bell.

### Staff responsibilities during a fire evacuation

- Call the Fire Service immediately and without delay by phoning 999.
- Begin immediate evacuation of the premises and provide assistance to people with disabilities, visitors, young people, etc.
- Proceed to the Assembly Point.
- Try to establish if anyone is missing. Notify the Fire Service, upon their arrival.
- Advise the Club's Office Manager or one of the Executive Committee members of the incident.
- Do not re-enter the building until informed it is safe to do so.

### Location of the Assembly Point

- The main Assembly Point is in the North Dinghy Park.
- If for any reason this is unsuitable, use the South Dinghy Park as an alternative.

### Fight the fire ONLY if:

- The Fire Service has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- You have been trained to use the extinguisher.

