



Ballyholme Yacht Club - Fire Evacuation Procedure

It is a legal requirement that all employees are familiar with the means of escape provided and the routine to be followed in the event of a fire.

All staff should act to a pre-determined plan, using all available exits, to ensure safe, orderly and efficient evacuation of the Club, and to keep fire damage to a minimum.

What to do on discovery of a fire:

- Raise the alarm by operating the nearest fire alarm break-glass call point. This will initiate the fire alarm, which is a continuous ringing bell.
- Call the Fire Service immediately and without delay on 999 giving the following information
 - a. Full address of BYC
 - b. Location and extent of fire within the premises, if known
 - c. Building is being/has been evacuated
 - d. Number, if known, of persons unaccounted for
- Begin immediate evacuation of the premises and provide assistance to people with disabilities, visitors, young people etc.
- If practicable, close all doors before leaving the premises
- Proceed to the Assembly Point.
- Try to establish if anyone is missing to notify the Fire Service on their arrival.
- Advise the Club or Office Manager or one of the Executive Committee 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

Alternate Evacuation Point

South Park

Primary Evacuation Point

North Park

