



HENLEY ROWING CLUB

Emergency Evacuation Plan

Emergency Evacuation Plan for :	Henley Rowing Club
Premises address	Wargrave Road Henley on Thames Oxfordshire RG9 3JD
Plan date	June 2017
Review date	June 2020
Next review	Annually

Sound of the alarm

The sound of the alarm will be a continuously ringing bell.

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a person on the premises, they should raise the alarm by activating the nearest break-glass call point or commencing manual warning (shout etc).

Action to be taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- If a squad is on the premises the coach or responsible adult will take charge and lead in the evacuation
- Dial 999 and request attendance by the Fire Service. Give name, address (as detailed above), contact number (give personal number or club number 01491 573943) and details of fire
- Building occupants will commence evacuation of the building – ensuring this is done in a calm and orderly manner and ensure all internal doors are closed on the way out
- Club members are responsible for their guests if they need specific assistance to evacuate
- Coaches should ensure that juniors in their squad are accounted for and not left in the building
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- The most senior coach or club officer if present should ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- The assembly point is the club car park furthest away from the club buildings (near where the trailers are normally parked).

Escape routes

The escape routes from the building are:

1. From the club bar and office – proceed to the hallway and down main stairs. If blocked, proceed to the external fire escape in the club main room

2. From the club room/upstairs gym/kitchen – proceed to the fire escape and down the external stairs
3. From the downstairs gym – leave via the nearest external door
4. From the changing rooms – follow the quickest escape route via the boat house or the gym doors
5. From the boat house – leave immediately via the front or back doors.

Fire assembly point

The assembly point is: the car park towards the upstream area (where trailers normally parked)

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, club members and the public should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: in white box outside electrical cupboard (bottom of stairs outside)
- Mains fuse box: in electrical cupboard
- Mains water inlet: in electrical cupboard
- Petrol store for launches: main boat house (yellow fuel cabinet near the door)
- Location of fire alarm panel: in main entrance

Fire Extinguishers are located:

- Entrance to the clubhouse FOAM
- Top of the stairs in the clubhouse CO₂
- In the kitchen on the wall to the left of the cooker CO₂
- In the main boathouse by the door into the changing rooms FOAM
- By small entrance door of the second boathouse FOAM
- Far wall of upstairs breakfast area / function room FOAM
- Between upstairs toilets FOAM
- Bar/Lounge FOAM

There is a fire blanket in the kitchen near the cooker.

Responsibilities

For ensuring plan is up to date. Plan to be reviewed annually	Club Officers
For training members on the evacuation plan and in their roles and responsibilities	Club Officers and Coaches
Fire alarm to be tested monthly by activation and recorded in log book	Premises Manager
Emergency lighting should be tested monthly and recorded in log book	Premises Manager