

THE CARLTON CLUB

FIRE PROCEDURES - JUNE 2014

IF YOU DISCOVER A FIRE:

Immediately operate the nearest fire alarm call point (break glass).
Ensure the fire brigade is called & state location of fire on the premises.
Attack the fire with the fire extinguishers provided, if this can be done without taking personal risks and **ONLY if you have been trained to do so.**
If unable to tackle the fire - leave the room immediately, closing the door behind you.

ON HEARING THE FIRE ALARM:

During opening hours the a bar staff member or a nominated committee member will call the Fire Brigade by dialling 999
Leave the building by the marked fire exits; do not stop to collect valuables.
Make your way to the assembly point (by the lamppost) opposite the main entrance. **Disabled access is via the main door fire exit.**
Any Committee member present will complete a roll call – please be quiet during the roll call.

DO NOT TAKE RISKS

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO BY THE FIRE BRIGADE OR A COMMITTEE MEMBER

TESTING OF THE FIRE ALARM

The fire alarm will be tested every Friday.

SPECIFIC DUTIES OF STAFF

All staff are responsible for :

Making themselves aware of the position of fire alarm call points, fire exits and their assembly point.
Immediately reporting any fault or inadequacy in fire protection equipment or procedures to the Secretary.
Ensuring visitors in their care are informed of emergency procedures including the fire alarm signal, means of escape and location of assembly point.
Escorting any disabled visitors to the fire exit route.

Any Committee Member present is responsible, during an evacuation, for:

Ensuring all staff and visitors (particularly any who are disabled) have safely left all areas, closing all doors, particularly fire doors.
Attacking the fire using the appropriate fire extinguishers - if trained to do so.
Ensuring other Committee members have swept their areas and safely left the building by meeting at the assembly point (by the lamppost) opposite the main entrance.

FIRE EXTINGUISHER TYPES

CO2	For Electrical fires ONLY
Water	For fires involving paper, cardboard, etc. - NOT Electrical fires.
Dry Powder	For fires involving gas, electric and fuel.

Roger H. REYNOLDS,
Club Secretary.