



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

Date **26 September 2023**

DELL QUAY SAILING CLUB LTD FIRE SAFETY DIRECTIVE

This fire safety directive has been prepared by The Commodore DQSC as the responsible person for the Fire Safety Management at Dell Quay Sailing Club Ltd. It is intended as a tool to manage the requirements for monitoring and training.

1. Training.

Duty Officers and / or other members taking charge of events or personal functions are to have been briefed on the duties and responsibilities required of them as the person in charge of any emergency responses required.

2. Fire Safety

(a) Fire extinguishers are located in the Clubhouse, Galley in the Workshop, in the Black Shed.

(b) The Safety Officer will undertake monthly inspections of fire equipment and emergency lighting to ensure equipment is properly located.

(c) Maintenance of the equipment is the responsibility of the **Commodore**.

(d) Fire evacuation drills are not appropriate.

(e) Action to be taken on discovering a fire:

3. Raising the alarm - any person discovering a fire shall:

SHOUT FIRE FIRE FIRE:

Fire in the _____ and activate the fire alarms system.

IF SAFE TO DO SO the person finding the fire may, if suitably trained and competent, try to extinguish the fire using the appropriate fire extinguisher.

IF IT IS **NOT** SAFE they **SHOULD** evacuate the building.

Call the Fire Brigade – **Telephone 999**
Report a Fire at Dell Quay Sailing Club
Dell Quay
Chichester
PO20 7EE

Report to the Person In Charge of the Fire Brigade on arrival.



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

4. **On hearing the FIRE alarm** – All Members, guests and contractors shall vacate the building using the Fire Exits and muster at the Fire Muster Point outside **Sophies** Marine reporting to the Duty Officer or Person In Charge:

Members, Guests and Contractors on Hearing the FIRE ALARM are to:

Cease Work Immediately (making any tools safe before leaving)

Evacuate the buildings CLOSING ALL Windows, FIRE DOORS / Doors after the last person has left the building.

All Members, Guests and Contractors are to PROCEED to the FIRE MUSTER POINT at

SOPHIES MARINE