

FIRE EVACUATION STANDARD OPERATING PROCEDURE



DONCASTER ROWING CLUB

1.1 Objective

To provide clear concise instructions to everyone using the building on what is required to ensure Fire Safety.

1.2 Means of Escape must be maintained when the building is in use.

The Primary means of Escape are;

- Ground Floor.
 - Through the front personnel access door.
 - Through the rear Fire Escape door at the bottom of the stairs.
- 1st Floor,
 - Down the stairs and directly out of the Fire Escape door at the bottom of the stairs.
 - The fire protection doors at either side of the rear ground floor lobby must be kept closed at all times. If the alarm sounds it could indicate a fire in the ground floor so you should exit directly through the rear escape door.
 - At all times when the building is occupied the rear Fire Escape door must be available to open by operating the Panic Bar ONLY.
 - The person responsible for opening the building must unlock the top and bottom deadlocks using the thumbturns and test the door operates easily.
 - The person responsible for locking up must lock the Rear Fire Escape Door with the two deadlocks using the thumbturns.

1.3 Highest Risk

Those using the first floor are at particular risk if the protected means of escape to the Rear Fire Escape door is not maintained clear or that door is left locked with the deadlocks. They must respond to a Fire Alarm promptly by evacuating the building and not return until it has been checked that it is safe to do so.

People supervising others, particularly Juniors, are responsible to ensure that they are aware of what to do if the Fire Alarm sounds. Immediately Evacuate the Building.

1.4 Fire Alarm Activation – Muster Point

If the Fire Alarm Sounds everyone must leave the building promptly and muster by the entrance gate to the Compound. You should check that everyone has left the building by asking each other if everyone is here.

People in positions of Responsibility should be familiar with the operation of the Fire Alarm and run routine Fire Drills. All events must be recorded in the Fire Logbook,