

Emergency Action and Venue Safety Plan

This document outlines the actions to be taken in the event of a fire or medical emergency. It also provides useful risk reduction information. Please read this document carefully.

This plan applies to:

Derwent Rowing Club
The White Boathouse
Darley Grove
Derby
DE1 3AY

1. Fire – Emergency Action

If a fire is discovered:

- Notify others at the club. There is no fire alarm – THE ALARM IS RAISED BY SHOUTING TO OTHERS.
- Evacuate the building.
- Call the fire brigade.

Upon being notified of a fire:

- Leave the building via the designated escape routes (see Section 2).
- IF SAFE TO DO SO, collect the sign-in/out book on leaving the building.
- Assemble at the upper car park in Darley Park (see Figure 1, location A).
- If using the rear fire exit and the access gate between Derwent and Derby Rowing Clubs is closed, assemble in front of the Derby Rowing Club boathouse (see Figure 1, location B).

Attempt to fight the fire ONLY IF:

- The fire brigade has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing to the nearest exit.
- DO NOT endanger yourself.

On assembly:

- Remain outside until a competent authority announces that it is safe to re-enter.
- Determine if there are any missing persons, using the sign-in/out book if available.
- Nominate an individual to notify any members who are on the water of the fire.
- Land members who are on the water via the Derby Rowing Club landing stage, if safe to do so.

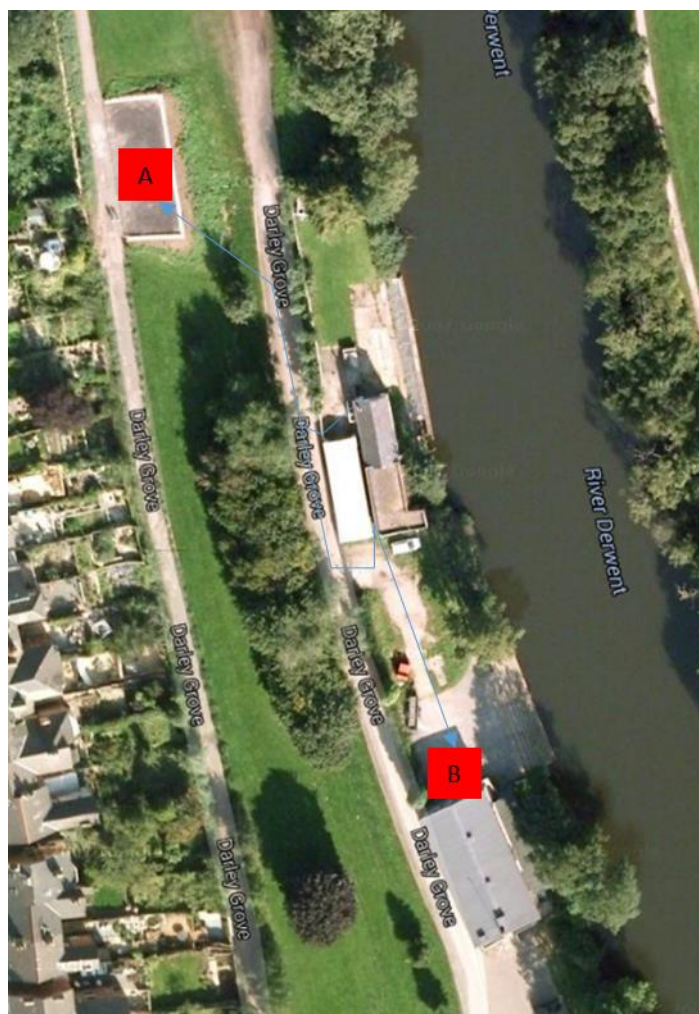


Figure 1 – Assembly Areas

2. Fire – General Precautions

The club has a fire safety risk assessment that is periodically reviewed. This is available for inspection: please ask a member of the committee. The notes here are intended to communicate the key information specific to the club.

Please familiarise yourself with the emergency escape routes. The exits are:

- In the main club room
 - o The main club door
 - o The rear emergency exit, between the ergos and the male changing room
- In the lower boathouse
 - o The main boathouse doors
 - o The trap door to the main club room

Please note – users of the weights room should unlock the lower boathouse doors *and* the trap door to the main club room to provide an independent escape route.

There is emergency escape lighting above each of the doors in the main club room.

Fire extinguisher information:

- The club is equipped with HYDREX and CO₂ fire extinguishers. The extinguishers are located on the wall adjacent to the bar. Please familiarise yourself with their location.
- The HYDREX fire extinguisher is for use on:
 - o Class A – ordinary combustibles, e.g. wood, paper, textiles
- The CO₂ fire extinguisher is for use on:
 - o Class B – flammable liquids
 - o Fires involving electrical equipment

Key fire risk reduction measures for our club are as follows:

- The log burning stove should only be used by those with permission to do so. Adult members only.
- Do not use candles or naked flames in the club house or boathouse.
- Switch off the electric radiators in the changing rooms if the club is unattended.
- Ensure that clothes and bags etc are not placed on or near the electric radiators.

In addition, please:

- Keep the club approach driveway clear so that emergency vehicles can access the club.
- Inform the committee if you or your child have a disability that may affect your ability to evacuate the building without assistance.

3. Medical Emergency

In the event of a medical emergency:

- Call for an ambulance.
- Be prepared to provide the following information:
 - o Nature of medical emergency
 - o Location of emergency (address as shown on this plan, or with reference to closest location – see also the club noticeboard)
 - o Your name and the phone number from which you are calling
 - o Call for assistance from the first aid trained members who are listed on the first aid notices around the club.
- Attempt first aid only if trained and qualified.
- There is a defibrillator adjacent to the front entrance to Derby Rowing Club. Instructions for use are on the defibrillator box.
- Guidance on the treatment of hypothermia is on the club noticeboard.



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4. Emergency Telephone

The club does not have a land line telephone. There is, however, a club mobile telephone for emergency use. This is stored on the window sill opposite the bar area and is kept charged.

If a personal mobile or the club mobile is unavailable and there are no others at the club who can summon assistance:

- Attempt to obtain assistance from members at Derby Rowing Club or park users
- Obtain assistance from the local houses or shops at the top of the rowing club driveway

5. Emergency Contact Details

A list of emergency contacts (club officers and utility companies) is provided on the club noticeboard.

Revision History

Version	Date	Changes
1.0	October 2015	First Issue

Supporting Documents

Title	Version	Date
Derwent Rowing Club Fire Safety Risk Assessment	1.0	January 2015