



CBYC - ON LAND EMERGENCY PROCEDURES

Emergency Control Officers

During Club Racing activity and or Regattas, the Control Room Operator will act as the Emergency Control Officer (ECO), until one of the Club Safety Officers, and or the emergency services can take over.

During Learn to Sail activity and programmes, the Head Instructor or Senior Instructor in charge of overseeing the session will act as the ECO until one of the Club Safety Officers and or the emergency services can take over.

Safety Officers

Commodore	Barry Owen	022 656 8445
Vice Commodore	Tom Maidment	021 02540 780
Secretary	Keith Sanders	021 621 275
Treasurer	Fiona Marlow	021 0708 541
On Water Lead	Mark Allan	021465 794
Head Learn to Sail Coach	Ann Byford	027 273 5672

Other useful contact numbers

General Committee	Mark Fromont	027 7766 566
General Committee	Sam Francis	027 2368 404
General Committee	Steve Fearon	027 3410 280
General Committee	Gavin Cooper	021 496 9122

Club Buildings

The club buildings are divided into three areas:

- Club Rooms (Upstairs- access from deck or ramp)
- Storage shed 1 (Downstairs of clubrooms accessed via stairs from Clubroom or sliding doors)
- Separate boat shed 2

Each area has a specific evacuation procedure involving Fire Wardens and Floor Wardens.

Assembly Area

The Assembly Area for evacuation of the buildings is the main car park by the ramp. In the event of an evacuation, all persons should meet here and be accounted for.

Earthquake Risk

DROP COVER HOLD. Evacuate to the Assembly Area when possible.

Tsunami Risk - Move to higher ground as soon as possible

In the event of a major earthquake or a tsunami warning all persons should attempt to move to higher ground. Shed 2



CBYC - CLUB ROOMS

EVACUATION PROCEDURE

ASSEMBLY AREA – main carpark by the ramp

On discovering a fire operate the nearest manual fire alarm call point or upon hearing the fire alarm:

- Ring Fire Service (Dial **111**)
- Fire Warden put on vest (located in kitchen utility room)
- Floor Warden put on armband (located in kitchen utility room)
- Wardens to assist all occupants to leave the building by the nearest safe exit and ensure they proceed to the assembly area
- Check Shed 1, toilets and kitchen to ensure all occupants are out
- Close doors upon leaving
- Floor Warden to report to Fire Warden on status of area
- Fire Warden report to the main entrance front door and inform the Fire Service of the evacuation status of your area when they arrive
- Floor Warden to stay at assembly point and stop anyone from re-entering the building

DO NOT re-enter the building until the Fire Service
has given the “all clear”



CBYC - SHED 1

EVACUATION PROCEDURE

ASSEMBLY AREA – main carpark by the ramp

On discovering a fire operate the nearest manual fire alarm call point or upon hearing the fire alarm:

- Ring Fire Service (Dial **111**)
- Fire Warden put on vest (located above the hose reel).
- Floor Wardens put on armbands (located above the hose reel).
- Wardens to assist all occupants to leave the building by the nearest safe exit and ensure they proceed to the assembly area
- Check clubrooms, toilets, kitchen to ensure all occupants are out
- Close doors upon leaving
- Floor Wardens to report to Fire Warden on status of area
- Fire Warden report to the main entrance front door and inform the Fire Service of the evacuation status of your area when they arrive.
- Floor Wardens to stay at assembly point and stop anyone from re-entering the building

DO NOT re-enter the building until the Fire Service
has given the “all clear”



CBYC - SHED 2

EVACUATION PROCEDURE

ASSEMBLY AREA – main car park by the ramp

On discovering a fire operate the nearest manual fire alarm call point or upon

hearing the fire alarm:

- Ring Fire Service (**Dial 111**)
- Fire Warden put on vest (located inside shed door)
- Floor Warden put on armband (located inside shed door)
- Wardens to assist all occupants to leave the building by the nearest safe exit and ensure they proceed to the assembly area
- Check Boat Storage area to ensure all occupants are out.
- Close doors upon leaving
- Floor Warden to report to Fire Warden on status of area
- Fire Warden report to the main entrance front door and inform the Fire Service of the evacuation status of your area when they arrive
- Floor Warden to stay at assembly point and stop anyone from re-entering the building

DO NOT re-enter the building until the Fire Service
has given the “all clear”