



Emergency procedures

In an emergency Phone 999

Be ready to provide:

Your name

The location of the emergency: Frome Canoe Club, Frome, BA11 1BE

What 3 words: ///quick.cute.wake

Type of emergency (Fire/Police/Ambulance)

Any additional information requested

FIRE

1. Activate the nearest fire alarm call point button. Alert all occupants. The person with responsibility for the session must check remote areas: kitchen, store, changing rooms, toilet cubicles, up-stairs)
2. Evacuate the building.
3. Close doors on your way out
4. Collect in the car park in front of the building (at least 50 yards away)
5. Maintain order and calm, and stay together in a group.
There are two exits to the building: the main entrance and a door in the store room.

If you are not in an immediate danger, you may attempt to determine which smoke detector was activated or use a portable extinguisher.

Portable extinguishers are in the kitchen, meeting room, corridor and store room.

DO NOT PLACE YOURSELF IN ANY DANGER.

After evacuation, do not re-enter the building until you are told it is safe to do so.

ACCIDENT requiring AMBULANCE

1. Phone 999 and be prepared to give information as above.
2. Administer First Aid if you have been trained to do so.
3. Do not move the casualty.
4. Keep calm and ask bystanders to remain at a distance.
5. There are First Aid boxes in the main corridor by the accessible toilets and in the kitchen.

Other incidents eg vandalism to the property where there is no danger to people - please phone the Police and report the incident. Take a note of the incident number you are given and pass it to a committee member.

For all incidents, please inform a member of the committee.

Emergency contact details can be found on the wall opposite entrance to downstairs room.

clubhousebookings.fcc@gmail.com