

## **Fire Safety Briefing for Visitors to Midland Gliding Club**

- In the event of a fire the alarm will sound.
- You should immediately evacuate the building.
- You should study one of the Fire Action Plan notices fixed to walls around the building and note the quickest way to a fire exit from your current location.
- Should any of these exit routes be blocked follow the standard fire exit signs which will indicate the shortest route.
- Close all doors behind you.
- Assist anyone having difficulty.
- Make your way quickly to the Fire Assembly Point at the windsock on the north west side of the buildings.
- Report to the Fire Marshall.
- If you are aware that someone is on site but is not at the assembly point tell the Fire Marshall.
- If you believe you may have difficulty evacuating the building contact the Office Administrator for advice.
- Available staff will supervise evacuation of the building.
- You should not re-enter the buildings until instructed that it is safe to do so.
- Alarms often stop sounding before it is safe.

JMH 26.08.2011