

East Grinstead Tennis & Squash Club

FIRE EMERGENCY PLAN

<p>Action on discovering a fire.</p>	<p>If a fire is seen or suspected e.g. flames, smoke or excessive heat noted the Fire Alarm should be activated to clear the building.</p> <p>Anyone trained to use fire-fighting equipment should assess if it is adequate/appropriate for the risk involved or safe to use.</p> <p>Members on court should evacuate straight away via the side gate and not through the club house</p>
<p>Warning if there is a fire.</p>	<p>The Fire Alarm is set to emit a continuous siren and there are red flashing lights to warn players in the glass back squash court.</p> <p>The outer courts have a smoke detector fitted which emits a bleeping signal</p>
<p>Calling the fire brigade.</p>	<p>On discovering a fire the Fire Brigade should be called on 999 on the club phone or a mobile phone and directions or information given. A check should be made that no cars are blocking the entrance to the club.</p> <p>If it is safe to do so they must be moved off site immediately and before the emergency services arrive.</p>
<p>Evacuation of the premises including those particularly at risk.</p>	<p>If the club custodian or any bar staff are on site they should put on a high visibility vest, stored in the bar for this purpose, assume control and guide members to the fire exits.</p> <p>In the absence of any staff any committee members should take charge in a similar fashion.</p> <p>The upstairs should be checked first and then the downstairs.</p> <p>This should then include the visitors book, members out on court, and the outside squash courts.</p>

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	<p>Any disabled, elderly, children or visitors may need additional help to leave the premises and they should have priority during the evacuation.</p>
Power/process isolation.	<p>If time allows all doors should be closed and if possible the mains electricity switched off.</p> <p>In particular the kitchen door and hatch shutter and bar door as well as the outside doors once everyone has left</p>
Places of assembly and roll call.	<p>All evacuees should assemble at the assembly point at the far end of the car park and remain there until they are told it is safe to leave by the emergency services.</p> <p>Car drivers must not move any vehicles (unless they are blocking the route to the club) in case they block the exits and prevent the emergency services reaching the site easily.</p>
Liaison with emergency services.	<p>Once the emergency services are called the person who called them must remain on site and in contact via a mobile phone if available.</p> <p>The person in charge should direct the emergency crew to the building entrance and indicate where the fire or suspected fire is.</p>
Identification of key escape routes.	<p>Escape routes are clearly indicated on notices within the club. In addition there are Fire Escape notices with arrows pointing out the way and Emergency lighting above all exits.</p>
The firefighting equipment provided.	<p>Appropriate numbers of fire extinguishers are provided and labeled to show what they should be used on.</p> <p>These are regularly serviced and should not be tampered with or taken from their fixings except in an emergency.</p>

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	<p>These should only be used by staff or members trained to do so and at no time should any risk be taken fighting a fire.</p> <p>There is a fire blanket in the kitchen which should be used to smother a flaming pan. It is not designed for any other purpose.</p> <p>The first priority is to call 999 and evacuate the building.</p>
Specific responsibilities in the event of a fire.	<p>If the club custodian or any bar staff are on site they should put on a high visibility vest, stored in the bar for this purpose, assume control and guide members to the fire exits.</p> <p>In the absence of any staff any committee members should take charge in a similar fashion.</p> <p>In the absence of either of the above members should follow the published procedures.</p>
Training required.	<p>All staff should undergo fire training in the safe use of the fire extinguishers.</p>
Provision of information to relevant persons.	<p>The Fire Risk Assessment, Safety Plan and evacuation procedures are to be communicated to all staff and members via the annual newsletter, the club web site, and at each AGM or EGM when members gather for meetings.</p> <p>As a members club visitors have to be signed in and are the responsibility of the member to inform them of the fire procedures in the club.</p>