



Sutton Coldfield Squash Racket Club Limited

Website - <http://www.suttonsquashclub.net> Email enquiries@suttonsquashclub.net

EMERGENCY PROCEDURES

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU

- Anyone discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.
- They should then notify the fire service that there is a fire by dialling 999.
- Where possible and safe to do so they should then notify bar staff of the exact location of the incident

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority.
- Only persons confident or trained in the use of fire extinguishers should attempt to deal with small fires provided it is safe to do so without putting themselves at risk.
- Always ensure the alarm is raised before attempting to tackle the fire

ON HEARING THE FIRE ALARM

- All occupants (staff, members, visitors, contractors) must respond to alarm activations
- The fire alarm is a continuous ringing bell
- If present a tennis staff member will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm
- The designated assembly point is located at the car park entrance.
- Occupants must leave the building by the nearest marked escape route and make their way to the designated assembly point.
- Any person playing or coaching on the squash courts should stop playing immediately and leave by the nearest escape route and walk to the designated assembly point.
- Children participating in coaching will be escorted to the assembly point by the coach. If you have brought children to the club who are not involved in coaching, please ensure you escort children to the assembly point.
- Able bodied persons should escort anyone with a disability/impairment to the fire assembly area.

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the designated assembly point the coach, if present, must check that all juniors in their charge are present.
- The building must not be re-entered until the fire service officer in charge confirms it is safe to do so.

SCSRC Committee – Jan 2018

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