



Evacuation Policy

This policy contains the fire instruction notice for the members, visitors and employees of Blaydon Tennis Club.

SEQUENCE

Alarm – Evacuation - Call the Fire and Rescue Services – Assembly - Roll Call - Tackle the Fire

PURPOSE

To prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the club if confronted with a fire or other emergency.

ALARM

ANYONE (CHILD OR ADULT) discovering fire should immediately sound the fire alarm located on the wall to the right of the door below the TV.

Only adults are to attempt to fight the fire and only after raising the alarm and if they feel it is safe to do so.

DO NOT delay exit to collect possessions or re-enter the building to collect them until permission is given by the Fire and Rescue Service.

EVACUATION

On hearing the alarm, exit the building immediately, closing all doors on the escape route which will not be used again.

Anyone on the premises, but not in the building, when the alarm sounds should go immediately to the Assembly Point.

CALL THE FIRE AND RESCUE SERVICE

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire and Rescue Service, by the quickest means available.

It is the responsibility of the Committee Members / Coaching Staff (or in their absence, any person) present to ensure that the Fire and Rescue Service is called.

ASSEMBLY

Proceed at a steady uniform pace and in an orderly manner to the Assembly Point (the picnic table beside the river).

ROLL CALL

When gathered at the Assembly Point, a roll call should be taken.

Due to the unpredictable nature of attendance at the club, each “responsible person” should report immediately to the most senior club official in attendance "all present" or otherwise.

Coaches are responsible for those under their charge.

Parents or guardians of those being coached should report to the coach concerned.

Team captains are responsible for those engaged in match play.

Members and visitors participating in ‘social play’ should report through an elected individual.

If anyone is missing, without endangering life, an immediate search should be made by elected adults.

The Officer in Charge of the Fire and Rescue Service should be met on arrival and immediately informed whether or not all persons have been safely evacuated.