**EMERGENCY EVACUATION PLAN**

1. **THE ACTIONS YOU SHOULD TAKE IF YOU DISCOVER A FIRE**
   * Immediately operate the nearest fire alarm call-point
   * Attack the fire if possible, with appliances available, without taking any personal risks.
2. **HOW PEOPLE WILL BE WARNED IN THE EVENT OF A FIRE**
   * Automatic activation of the fire alarm via the smoke detectors
   * Activation of the fire alarm from a manually operated alarm call-point
3. **HOW THE EVACUATION OF THE BUILDING WILL BE CARRIED OUT**
   * Everyone must leave the building by the nearest exit door.
   * All exit doors are clearly marked
   * Everyone must report to the assembly point on the grass by tennis court 6
4. **IDENTIFICATION OF ESCAPE ROUTES**
   * All exit doors are clearly marked and can be used as an escape route.
5. **ON HEARING THE ALARM**
   * Everyone must leave the building immediately via the nearest exit door and report to the assembly point.
   * The Fire Service is to be called.
6. **HOW THE FIRE SERVICE AND ANY NECESSARY EMERGENCY SERVICES WILL BE CALLED AND WHO WILL BE RESPONSIBLE FOR DOING THIS?**
   * On hearing the alarm, the Club Manager, or if she is absent, a tennis or squash coach, bar staff or club member will dial 999 and ask for the Fire Brigade or other emergency service as appropriate.
7. **AT THE ASSEMBLY POINT**
   * The Manager/coaches must check for information on any person who may still be in the building.
   * Nobody must re-enter the building unless told it is safe to do so by the Fire Service.