

East Grinstead Tennis, Squash and Racketball Club

FIRE EMERGENCY PLAN

Action on discovering a fire.	<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 clubhouse.</p>
Warning if there is a fire.	<p>The Fire Alarm is set to emit a continuous siren.</p>
Calling the fire brigade.	<p>On discovering a fire, the Fire Brigade should be called on 999 on a mobile phone and directions or information given. A check should be made that no cars are blocking the entrance to the clubhouse – if it is safe to do so any vehicles blocking access should be moved before the emergency services arrive.</p>
Evacuation of the premises including those particularly at risk.	<p>If 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 bar staff, any committee members should take charge in a similar fashion.</p> <p>If safe to do so, the upstairs should be checked first and then the downstairs.</p> <p>An inspection should then include the visitors book and members on all courts including the outside squash courts.</p> <p>Any disabled, elderly, children or visitors may need additional support 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 once everyone has left and if possible, the mains electricity switched off.</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 service reaching the site easily.</p>
<p>Liaison with emergency services</p>	<p>Once the emergency services are called the person who called them must remain on site and in contact via mobile phone.</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> <p>Location of key safety hazards or other fire related equipment Gas supply shut off: Cupboard to right of oven Mains fuse box: Boiler room Mains water inlet: Boiler room – behind left hand boiler Gas/oxygen cylinders: Bar shed and Shed B (BBQ) Location of fire alarm panel: to the right of main door</p>
<p>Identification of key escape routes.</p>	<p>Escape routes are clearly indicated on notices within the clubhouse and outside squash courts. In addition, there are Fire Escape notices with arrows pointing out the way and emergency lighting above all exits.</p>
<p>The firefighting equipment provided.</p>	<p>Appropriate numbers of fire extinguishers are provided and labelled to show what they should be used for.</p> <p>These are regularly serviced and should not be tampered with or taken from their fixings except in an emergency.</p> <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 priority is to call 999 and evacuate the building.</p>

	Personal safety always takes priority and, if in any doubt, bar staff/members should not attempt to extinguish a fire.
Specific responsibilities in the event of a fire.	<p>If 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 bar staff any committee members should take charge in a similar fashion.</p> <p>In the absence of either of the above members should follow these published procedures.</p>
Training required.	All staff should undergo fire training and be aware of the published procedures. Where possible all staff should be trained in the safe use of fire extinguishers.
Provision of information to relevant persons.	<p>The Fire Emergency Plan is to be communicated to all staff and members via the club website and at each AGM or EGM when members gather for meetings.</p> <p>As a members' club, visitors must be signed in and it is the responsibility of the member to inform them of the fire procedures in the club</p>
East Grinstead Tennis Squash and Racketball Club Fire Emergency Plan – Reviewed 2/2024 Next review 2/2026	