



## RETFORD TENNIS CLUB

### FIRE EMERGENCY PLAN

#### TENNIS CLUBS' RESPONSIBILITIES IN EVENT OF FIRE

The Tennis club are to ensure that all of their members are aware of actions to take in the event of fire.

The following fire safety note is to be displayed in the clubhouse and is available on our website.

All individuals using tennis facilities are to be aware of the actions in the event of fire, as below:

#### ACTIONS IN THE EVENT OF FIRE IN BUILDINGS

- On being made aware of a fire in the buildings, play is to cease immediately
- All Players, spectators and visitors are to move to the assembly point in the car park, by the safest route, maintaining a safe distance from the building. This may require personnel to walk across the courts.
- The entrance to the club must not be blocked
- Everyone is to remain at the assembly point and check all players and visitors are accounted for and are informed that it is safe to leave by a competent authority

#### ACTIONS IN THE EVENT OF FIRE IN THE TENNIS CLUB/CAR PARK

- Those noticing the fire should make others aware and raise the alarm. This can be done in the short term by shouting 'FIRE, FIRE, FIRE'
- Play is to cease immediately
- Ensure anyone in the clubhouse is made aware of the fire and anybody with any sort of disability is assisted to leave the building and get to the assembly point.
- Raise the alarm and Dial 999
- Everyone is to remain at the assembly point until given permission to leave by the emergency services
- Players are not to return to the tennis area until told it is safe to do so by a competent authority

Fire Extinguishers are located in the clubhouse

- One black extinguisher CO<sub>2</sub> (Carbon Dioxide) for use on electrical fires in the clubhouse
- One red water extinguisher for use on wood and solid material fires
- One black powder extinguisher CO<sub>2</sub> (Carbon Dioxide) cupboard where solar panel batteries are located (electrical cupboard)
- One fire blanket located in the kitchen area

Smoke detectors are in the main clubhouse area, all toilet/changing rooms and in the electrical cupboard, they will all ring in the event of a fire. There is a separate smoke alarm in the main shed.

#### Fire Hazards

##### Kitchen

Kettle, Microwave, fridge, coffee machine, vending machine, radio and other electrical equipment.

All members to be aware of electrical fires

Please turn off all lights and electrical equipment at night when leaving the premises.

##### Minimal Risk

##### Shed

Gas BBQ (gas bottle outside of shed chained to fence)

Electric sockets charging mower batteries (to be turned off when batteries are charged and must not be left on unattended.) **Medium Risk**