



## EMERGENCY EVACUATION PROCEDURE

### EVACUATION PROCEDURE

In the event of an emergency evacuation, all members/guests and visitors are to follow the steps set out below.

#### Sounding of the Fire Alarm

- Calmly leave by the nearest emergency exit.
- Do not attempt to take personal belongings with you.
- Members who are using showers, sauna or steam will be provided with emergency foil blankets.
- The emergency assembly point is located at the front of the club on tennis courts C, D and E and is marked with a **green sign** stating **Emergency Assembly Point**.
- The Clubs fire Marshall will advise when it is safe to return into the building.

### RAISING A FIRE EMERGENCY ALARM

In the event of a fire emergency the following steps should be followed.

- If the fire alarm has not sounded, raise the alarm by firmly pressing the **red Fire Call Point**. (all call points have plastic covers which can be lifted, before pressing to sound the alarm.)
- Follow the above Evacuation Procedure.

### CONTROLLED ACCESS POINTS

In the event of an emergency evacuation, the fire alarm will sound. Access controlled doors such as the gym entrance will open to aid safe evacuation.