



EVACUATION POLICY for Leicestershire Tennis and Squash Club

Reviewed and agreed by the Committee, October 2025

This policy contains the fire instruction notice for the members, visitors and employees of Leicestershire Tennis and Squash 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 alarms: 3 located in the main clubhouse room, 1 by the front doors, both changing rooms, the kitchen, the office and the squash court building.

No-one should attempt to fight the fire unless their only safe exit is blocked.

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 in the carpark or grass area between courts 1-3 and 13-15.

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 / office and bar 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 in the carpark or grass area between courts 1-3 and 13-15.

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.



Additional strategies and procedures for the annual Firework Event

In addition to the usual exits in the clubhouse and side gates at either end of the clubhouse into the carpark, due to the numbers attending the outdoor event, the gate at the top of the site beyond court 18, will be open, the gate to court 7 with additional steps will be open and 3 gates to neighbouring houses adjacent to court 6 and 10 will be open. Gates will be propped/pinned/locked open. All exits and routes should be checked for any trip hazards or barriers. These exits will be clearly marked with emergency exit. There will be sufficient event fire marshals (clearly identified by Hi-Viz jackets) to supervise a safe evacuation. They will be briefed regarding their roles and responsibilities before the event. All staff and volunteers will also be briefed.

A PA system will be used to inform attendees at the beginning of the event of emergency procedures if required. In the event of an emergency, the PA will be used to give instructions to attendees. Courts 1 to 3 will be used as a muster point and attendees will be guided to a suitable route.

Those who are elderly or have a disability should be informed of the evacuation route for them on entry.