



EMERGENCY PROCEDURES

As a general guide to emergency action to be taken where there is serious or imminent danger, the Club has implemented the following basic procedures:

ACTION IN THE EVENT OF FIRE

IF YOU DISCOVER A FIRE:

- Close all doors to the room.
- Break the glass of the nearest fire alarm call point.
- Dial 999 or 112 and give details to the Emergency Services:

Club address:

Radlett Lawn Tennis & Squash Club
425 Watling Street
Radlett
Herts WD7 7JG Tel 01923 854523

- Before opening closed doors check them for heat, which may indicate a fire behind the door.
- Leave the building and go to the assembly point (**Car park**).
- You may tackle the fire with an extinguisher or fire blanket **but only** if it is safe to do so and you have been trained in fire prevention.

IF YOU HEAR THE FIRE ALARM:

- Close all doors to the room.
- Leave the building via the nearest exit (following the Fire Exit signs) and go to the assembly point (Car park).

IMPORTANT:

- Do not stop to collect belongings.
- Do not re-enter the building until the Fire Service has declared it safe to do so.