

EMERGENCY PROCEDURE

In the event of a fire or a need to evacuate the building the following procedure will provide a safe and efficient method to remove all people from an emergency situation.

If a fire occurs in the building one of the biggest dangers to life is suffocation by smoke and burns from contact directly with flames.

Fire extinguishers are provided to smother fires but it is not your responsibility nor are you expected to fight fires, but if you can extinguish a fire safely and easily within your capacity to do so then that is reasonable.

In an emergency you should raise the alarm, or you may hear someone else raise the alarm.

Proceed calmly but quickly to the exits doors and evacuate the building, proceeding beyond the car park area well away from the building or onto the archery field, and congregate together.

Assist disabled people to evacuate.

Ring **000** to summons the fire brigade, police and ambulance if appropriate.

Assist any injured.

Keep out of the way of emergency workers and their vehicles (fire engines and police cars etc) and follow their directions.

Wait before returning to the building until you have been given clearance by a club official, police or fire brigade officer.

LOCK DOWN PROCEEDURE

In the event of a person turning up at the club and acting in a violent or threatening manner, move away from the offender or go to your car and ring **000** to call the police.

EVACUATION AREAS

Building evacuation routes are shown on the evacuation plan. Evacuation areas shown are outside the building and beyond the car parking area. The archery field is also an emergency safe zone.