



## **Ashtead and Leatherhead Probud Tyrrell's Wood Fire Evacuation Procedure**

**The primary responsibility for evacuation lies with Tyrrell's Wood staff. Members should ensure their personal safety by following the guidance and procedures below.**

If you see or suspect a fire, report the fact to a member of staff as long as they are visible or within calling distance, and it is safe for you to do so. Do not attempt to extinguish the fire yourself. If you can see an alarm nearby, use it to alert the building, but do not go looking for staff, alarm points or extinguishers. If the alarms sound, exit the building by the nearest, safe exit. In addition to the exits via the front door or the wheelchair exit off the corridor to it, there are three exit points from the Keswick Room.

1. through the fire doors located at the back of the room onto the Terrace.
2. through the fire doors in the bay window facing the practice nets.
3. through the door to the facilities.

If you are in another room, leave via a visible fire exit, otherwise make your way with care to either the front door or the fire exits in the bar or the Keswick Room. In all cases, please then make your way to the `Assembly Point` clearly marked on the fence at the far side of the main car park. Do not attempt to collect coats from the lobby unless specifically advised that it is safe to do so.

The Committee member who has taken that day's Attendance Register will be at the Assembly Point with the Register and will be taking names to ensure all have safely exited the building. Please make contact as soon as possible after leaving the building so as not to impede completion of the evacuation process. Most importantly, do not leave the area without having checked in at the Assembly point, as a failure to report in may hamper the work of TW staff and the emergency services.

If practicable and safe, any wheelchair-bound member will be assisted and guided by staff through the wheelchair accessible exit at the front of the building but should still check in at the Assembly point. If that exit is not available all reasonable assistance will be given by TW staff to assist the member to leave via a different exit. Members may also provide assistance to wheelchair users if they are able and willing to do so.

The Committee member who has taken the Attendance Register will inform the appropriate staff members/emergency services of those checked in and any who have failed to do so.