

# SIDCUP RUGBY FOOTBALL CLUB

## Emergency Evacuation Procedure

In case of fire, the fire alarm will be sounded and an instruction given to leave the building by the nearest possible exit to an assembly point which is the centre of the **Second XV pitch** in order not to restrict access to the Fire Service.

Officers of the Club, Club Committee members, bar staff in their absence or any responsible member will assume immediate responsibility and call the fire service if required. See appendix 1 below.

If it is safe to do so, an attempt to extinguish the source of the fire can be made using an appropriate fire extinguisher, e.g. by ensuring that a safe passage to an exit point is available and there is a low risk of suffocation.

An Officer of the Club, a Committee member or any responsible member should, if safe to do so, check that the premises have been evacuated, close doors and proceed to the assembly point to take charge and to liaise with the fire service on their arrival.

### Calling the Emergency Services

If the fire service or an ambulance is required a **999** emergency call should be made by a responsible person from the Club telephone, or if unavailable by using a mobile phone. Follow the instructions outlined in the 'Instructions for Calling the Emergency Services' situated by the club telephone, club notice board and in First Aid kits. See Appendix 1

One responsible person should go to the front entrance to direct the fire appliance and or ambulance to the Club.

If an ambulance has been called, another responsible person should direct the ambulance to the casualty as it arrives in the car park.

## **INSTRUCTIONS FOR CALLING THE EMERGENCY SERVICES**

### **Making the Emergency Call**

If the emergency services are required, either use the club landline, or a mobile telephone.

**DIAL 999**

And wait the Operator's question:

**“EMERGENCY, WHAT SERVICE DO YOU REQUIRE?”**

Respond:

**POLICE or FIRE or AMBULANCE**

The Operator will ask for a telephone number and location.

The Club Telephone number is:

**020 8300 2336**

The address of the Club is:

**SIDCUP RUGBY CLUB  
SIDCUP SPORTS CLUB  
SYDNEY ROAD  
SIDCUP  
KENT  
DA14 6RA**

If an ambulance has been requested the operator may ask additional questions and may offer First Aid advice.