



EMERGENCY EVACUATION PROCEDURES

FOR TOURNAMENT DIRECTORS

Tournament Directors (TDs) are responsible for the observance of best practice in their sessions. In an emergency the TD's objective is to get all players out of the building as quickly, and as safely, as possible, and to account for the numbers of players.

TDs should consider how to get players as safely and quickly as possible out of the building in case of emergency. Questions to consider are:

What is the best exit route?

Where is the nearest fire alarm?

Do you have a mobile to call '999' (there is an emergency phone in room 3a, by the printer)

Do you have any disabled players?

Who could you rely on to help you should the need arise?

If you, or one of the players in your session, discover a fire, set off the nearest fire alarm.

Evacuation Procedure

Decide on the best exit route, bearing in mind the location of the fire and the room you are in. The choices are:

Main stairs and front lobby to front door (may be unusable if there is a kitchen fire)

Rear stairs (may be a lot of players using this route if the main stairs are unusable)

Fire escape through the Gold Room/Upstairs Ladies WC (may be unsuitable for the disabled)

On exiting the building make sure players move quickly away from the door and go to the assembly point (exit to Hampton Lane) to avoid blockage.

If you have disabled players, it would be best to keep them to last, to avoid delays in escape for the others. Use your assistant to help you if players need physical assistance with the stairs.

The lift should **NOT** be used in case there is a power cut.

When you are satisfied that none of your players are left in the room, and meet your players at the assembly point.

Check the number of players you have to confirm all are present.

By this time, the Fire Brigade should have arrived. Let them know if there is anyone missing.

If a Board Member, or the Steward, is present he or she will take responsibility for liaising with the Emergency Services. If not, the TD is empowered to liaise and make necessary decisions. The TD should contact a Board member as soon as possible.

The TD is not responsible for the personal safety of any individual or individuals. Members are responsible for ensuring that they are aware of the emergency evacuation procedures.