

EMERGENCY FIRE ACTION PLAN

All members, visitors, & contractors are to be made aware of the following:

ON DISCOVERING A FIRE

1. Sound the alarm by operating the nearest fire alarm call point.
2. Leave the building by the nearest exit.
3. Assist anyone who needs help to leave.
4. Close all doors behind you.
5. Call 999 and request the Fire Service.
6. Do not stop to collect personal belongings.
7. Report to the Assembly Point which is at **COURT 2**
8. Do not re-enter the building until authorised to do so.

ON HEARING THE FIRE ALARM

1. Leave the building by the nearest fire exit.
2. Assist anyone who needs help to leave.
3. Close all doors behind you.
4. Do not stop to collect personal belongings.
5. Do not use the lifts.
6. Report to the Assembly Point which is at **COURT 2**
7. Do not re-enter the building until authorised to do so.

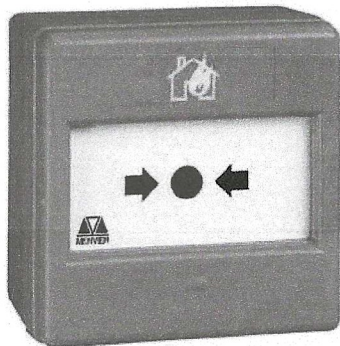
FIGHTING A FIRE

Only attempt to fight a fire if:

- you are competent to use the FIRE EXTINGUISHER or FIRE BLANKET in Kitchen, as provided;
- there is no risk to your own safety;
- your escape route is clear; and
- the fire is small.

"Fire Action" Notices

Fire Alarm "Manual" Call Point



The assembly point is displayed on all Highlighted Layout Plan, COURT 2

Please familiarise yourself with this location.

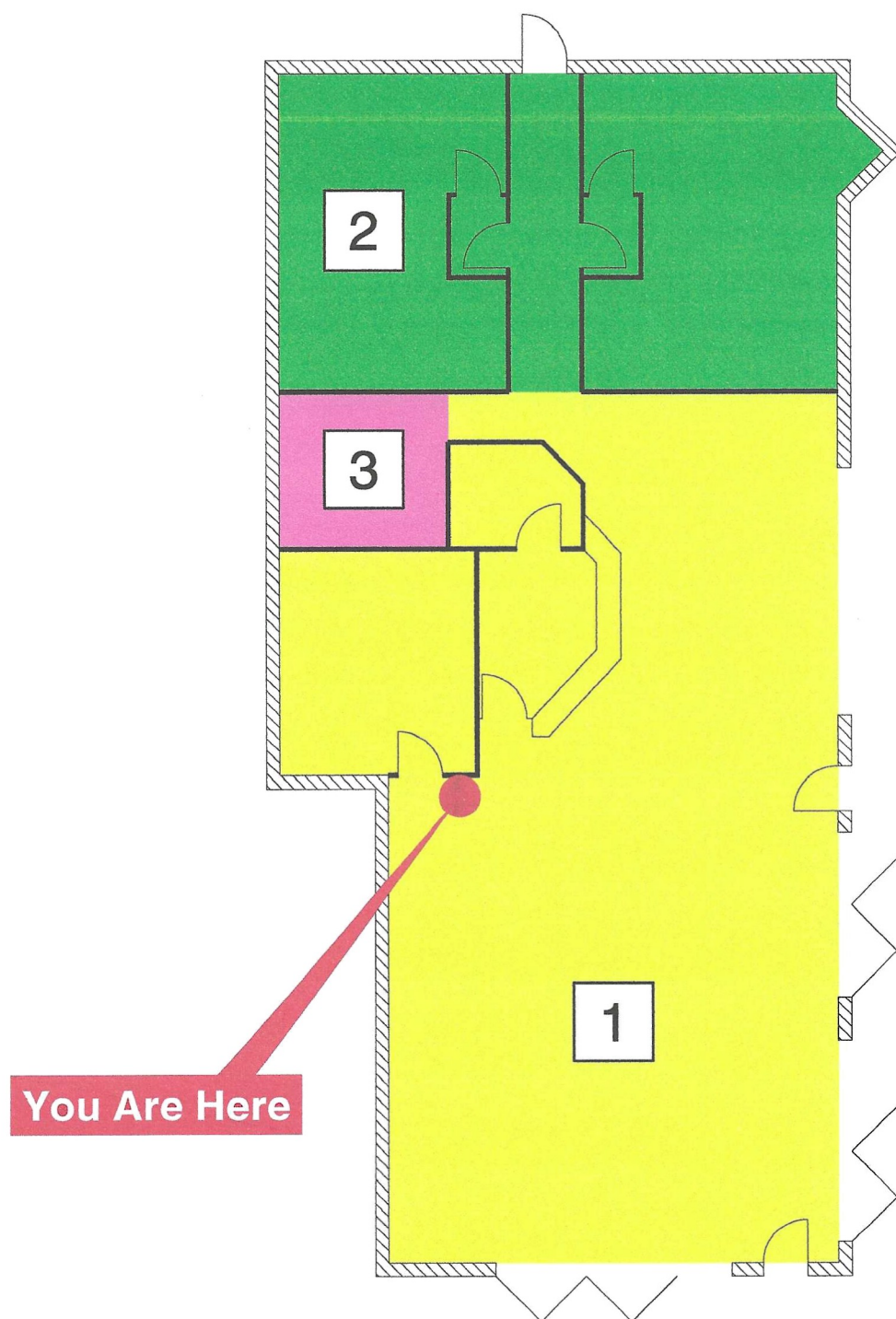
Assembly Point

Familiarise yourself with the escape routes and Fire Exits from the building. There are three fire door Exits which have Fire Exit Signs above, One at Front, One at Side Balcony, and One at Rear in Corridor between the changing rooms, all operating with one hand.

Fire alarm manual call points are situated at final exits.

Please familiarise yourself with their location.

Fire Alarm Zone Plan



PIT FARM TENNIS CLUB
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**Absolute
Fire &
Security**

LEGEND

FAP

FIRE ALARM CONTROL PANEL

MANUAL CALLPOINT

SD

SMOKE DETECTOR

SD

SMOKE DETECTOR IN CEILING VOID

H

HEAT DETECTOR

WS

WALL MOUNTED SOUNDER

NOTES

Rev.

16/10/25

Date

First Issue

AS INSTALLED

Description

CLIENT

PIT FARM TENNIS CLUB

SITE

HILIER ROAD
GUILDFORD
SURREY
GU1 2JQ

PROJECT

FIRE ALARM INSTALLATION

DRAWING TITLE

FIRE ALARM
SYSTEM LAYOUT

SCALE @ A3

DATE

16/10/2025

DRAWN

NTS

KI

CHECKED

DRAWING REF.

251005-ABU-ZZ-XX-DR-Y-0001

REVISION

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