



# SANDOWN PARK

A Jockey Club Racecourse

## **EMERGENCY PROCEDURES 2017**

### **Introduction**

The risk of a fire is always present and should it occur there could be large numbers of people who would be unfamiliar with the surroundings at Sandown Park. All visitors are therefore asked to read this document regarding fire procedures.

There are no practice drills or testing of the alarm system scheduled for today. The Fire Alarm is a continuous sounding siren when operated.

### **Fire Information, Precautions and Procedures**

- Be conscious of fire risks at all times
- No Smoking, only in designated areas.
- Report of any signs or smells of burning to the duty manager from Sandown and activating the nearest fire alarm if fire is located.

### **Suspicious Objects**

If you discover a suspicious package, or it is reported to you:-

- Do not touch it.
- Ensure that the package does not belong to anyone in the vicinity.
- If not owned, report it immediately to the Event Manager who will contact the Duty Manager from Sandown Park.

### **Action in the event of a FIRE**

- Raise the alarm immediately if you locate a fire
- If you have the training and are competent to use the extinguisher then do so if it is safe to.
- On hearing the alarm leave the building via the nearest fire exit. Sandown Park staff will assist with the evacuation of the building. There will be an announcement made following the alarm stating:-

'Ladies and Gentlemen we have an important announcement to make. You are requested to leave the building by the nearest available EXIT. This message will be repeated TWICE.

Once evacuated out of the building please make your way to either **Assembly Point B** or **Assembly Point C** as directed by the Duty Event / Floor Manager.

An announcement will be made when visitors can be re-admitted to the building.