



# IN CASE OF AN EMERGENCY

## WHAT TO DO WHEN YOU HEAR AN ALARM?

**1**

### **REMAIN CALM**

WHEN YOU HEAR AN ALARM REMAIN CALM

**2**

### **EXIT THE BUILDING**

IN AN ORDERLY FASHION EXIT THE BUILDING

**3**

### **MUSTER POINT IS ON 16 TEE**

AFTER CALMLY EXITING THE BUILDING WE ASK EVERYONE TO MEET ON 16 TEE LOCATED SOUTH EAST OF THE MAIN STAGING AREA

**4**

### **PLEASE STAY TO BE COUNTED**

TO ENSURE WE HAVE ACCOUNTED FOR EVERYONE, WE ASK THAT YOU STAY ON SITE UNTIL YOU'VE BEEN ACCOUNTED FOR.

**THIS EMERGENCY PLAN IS AVAILABLE IN AN ACCESSIBLE FORMAT OR WITH APPROPRIATE COMMUNICATION SUPPORTS.**

VISIT [www.standrewseast.com/emergency](http://www.standrewseast.com/emergency) FOR MORE INFORMATION

## **Evacuation Procedures for St. Andrew's East**

1. **Alert Signal:** In the event of an emergency requiring evacuation, an alert signal will be sounded over the club's intercom system. The signal will consist of a series of short, repeated blasts.
2. **Remain Calm:** All members, guests, and staff are to remain calm and act quickly but safely. Panic can lead to accidents and hinder the evacuation process.
3. **Immediate Evacuation:** Upon hearing the evacuation alert signal, all individuals inside the building must evacuate immediately. Do not use elevators; use the nearest stairs to exit the building.
4. **Responsibilities of F&B Supervisor:** The F&B supervisor on duty is responsible for clearing the upstairs dining room, kitchen, and upstairs areas. They must ensure that all customers and staff under their supervision leave the designated areas promptly.
5. **Responsibilities of Golf Supervisor:** The Golf supervisor is in charge of clearing the entire downstairs area, including the locker room. They must ensure that all individuals present in these areas evacuate in an orderly manner.
6. **Assemble at the 16th Tee Deck:** After evacuating the building, all members, guests, and staff are to gather at the 16th tee deck, which will serve as the designated assembly point. This area should be easily accessible and safe from the potential dangers inside the building.
7. **Wait for Emergency Services:** Once gathered at the 16th tee deck, everyone must wait for the arrival of Emergency Medical Services (EMS) or other emergency responders. Avoid re-entering the building or attempting to retrieve belongings until given permission by the emergency responders.
8. **Head Counts:** Supervisors and designated staff members should conduct headcounts to ensure that all individuals are accounted for. If anyone is missing, promptly inform the emergency responders.
9. **Communication:** Keep communication lines open and listen for further instructions from emergency responders or club management. Follow any additional guidance or information provided by them.
10. **Re-entry:** Only re-enter the building after receiving clearance from the emergency responders and authorities. Safety checks should be carried out to ensure that it is safe to return.
11. **Emergency Drills:** Regular evacuation drills should be conducted to familiarize all members, guests, and staff with the evacuation procedures. This practice will help to ensure a smooth and efficient evacuation in case of a real emergency.

Remember, the primary goal during any emergency evacuation is to protect lives and ensure the safety of everyone involved. By remaining calm, following the evacuation procedures, and cooperating with emergency responders, we can effectively handle any emergency situation at St. Andrew's East Golf Club.

***This Emergency plan is available in an accessible format or with appropriate communication supports.***