

E14 – EMERGENCY EXIT POLICY

In the event of an emergency at the venue, it is important to have a clear and exit plan to ensure the safety of all patrons and staff. Below are some key points to help facilitate safe exit from the venue in an emergency.

1. Emergency exits will be clearly marked with illuminated exit signs and be kept free of obstructions at all times.
2. Staff members (including security) should be 'briefed' on the location of emergency exits and evacuation procedures.
3. In the event of an emergency, such as a fire or other active threat, customers and staff should remain calm and move quickly to the nearest emergency exit.
4. If a main exit is blocked, alternative routes should be identified and communicated to customers by staff.
5. Staff should assist customers, especially those who may need help or have difficulties, in safely evacuating the premises.
6. The 'muster'/assembly point is the grassed court yard behind the black gates of the hotel, adjacent to the venue. The assembly point will be accessed by the main entrance, or by the stairs near the lift (**the lift is not to be used in the event of a fire**). Staff will be dispersed along the route in either direction, to try and ensure safe passage to the assembly point.
7. By following these guidelines and having a clear emergency exit policy in place, the venue can help ensure the safety and well-being of everyone on the premises, in the event of an emergency.