



Calverton
Gymnastics Club

Emergency Evacuation Policy

Calverton Gymnastics Club

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About this Policy

Calverton Gymnastics Club have three levels of operating:

- Normal Operating Procedures
- **Emergency Evacuation Procedures**
- Exceptional Action Procedures

Within this Policy it states the actions taken in such events of the **Emergency Evacuation**, including such events as fire, power failure, flood, and other weather conditions.

Evacuations

In the event of an emergency causing evacuation, the following procedures will be implemented:

Evacuation – Managers

When you become aware of a fire, or reason to evacuate, follow the procedure as listed:

- Instruct your team where to evacuate to, assigning a member of staff to get the register, and to register and head count every child at the assembly point.
- Press the fire alarms to ring the bell and instruct parents and other members to evacuate.
- Dial 999 and explain the emergency.
- Put on your fire marshal vest (located in the white wardrobe in the gym).
- When possible, ensure the building is fully evacuated, checking all areas including offices and toilets on both floors. In the case of a fire, take an appropriate extinguisher with you.
- Meet the rest of the club at the evacuation point. Perform a second head count, and ensure all coaches and gymnasts are accounted for.
- Follow the guidance from the emergency services regarding re-entering the premises.
- Begin visual risk assessment and decide if it is appropriate to hand the children back to parents, such as weather, temperature, traffic etc.

Evacuation – Coaches

In the event of the fire alarm going off, or the manager announces that there is an emergency that requires evacuation, please adopt the following policy:

- Remain calm and observe the situation.
- Stop activity with the group, complete a head count, and line them up.
- Listen to Instruction from the manager*.
- Walk your group safely to the nearest (or directed) fire escape route.

***Note:** In case of emergency either the manager, the head coach, or the coach responsible for the session will be required to put on the Fire Marshall Vest and lead the group(s) to the nearest emergency exit.



Evacuation – Parents

Remain calm, our coaches are trained to deal with emergencies. Follow these instructions:

- Head to the fire evacuation point and wait to hear instructions from the manager. The manager will be wearing a fire marshal vest.
- Only collect your child when instructed to do so.

Evacuation – Gymnasts

Despite it being loud, scary, and exciting, please listen to your coaches as they will look after you until your able to go back your parents/carers/guardians safely. Please follow these instructions:

- Stop your activity.
- Line up in front of your session coach.
- Await instruction from them.
- Please do not try to gather any belongings as you can get these later when it is safe to do so.

Power failure

In the case of a power failure all gymnasts are to stop any activities immediately and remain seated safely on the sprung floor within their groups.

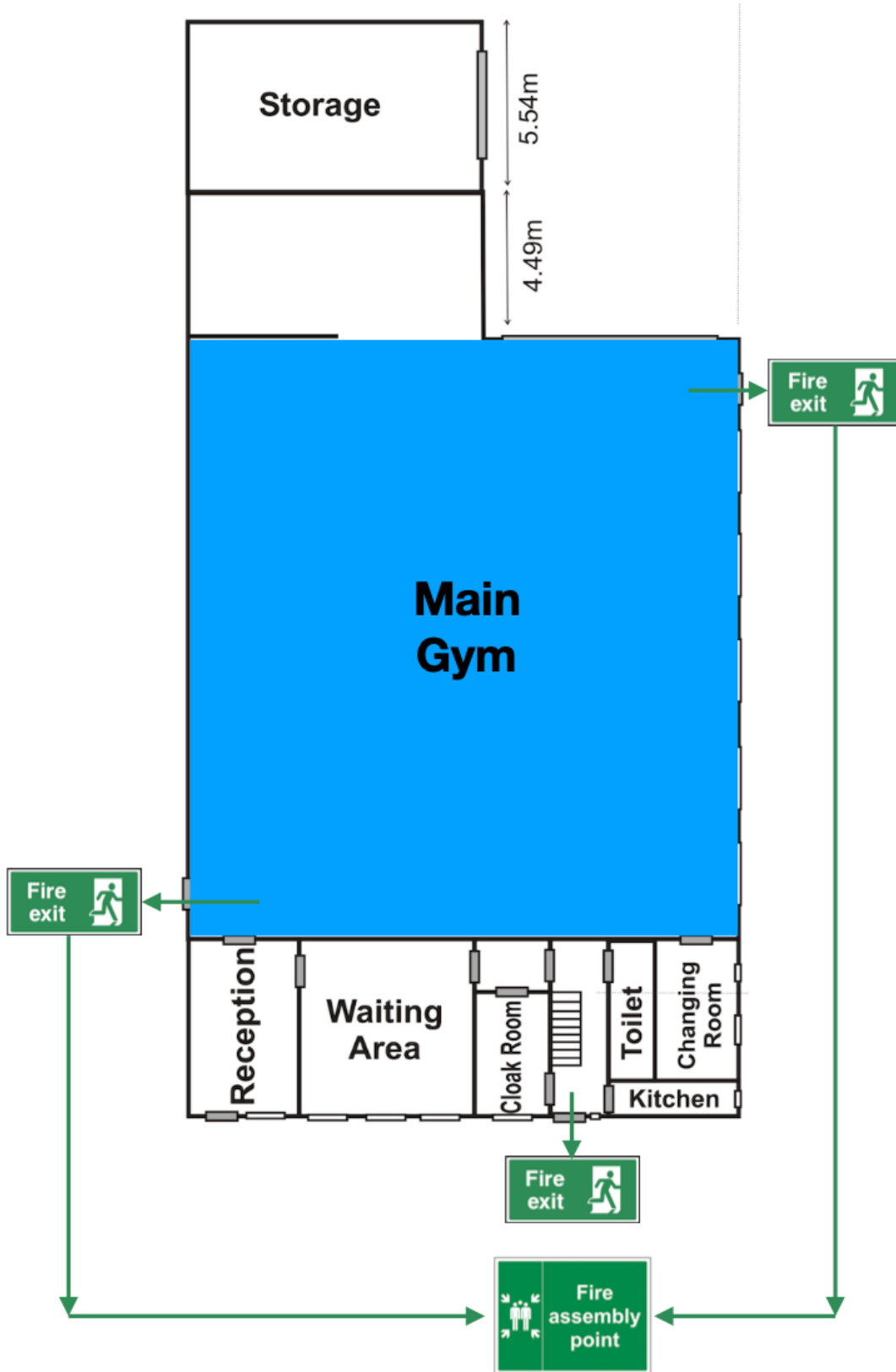
Coaches will organise between themselves who is to investigate why the power failure has happened and what actions can be taken to correct it, and who is to supervise the gymnasts.

Where the power is out for a substantial amount of time in relation to such of length of time, the amount of time left of the session and the type of session; the Managers/Lead Coaches will make the dynamic risk assessment of weather to out wait the power failure or if to contact the Gymnasts parents/carers/guardians to arrange an early pick up.



Fire Evacuation Plan – Main Gym

Fire Evacuation Plan Main Gym



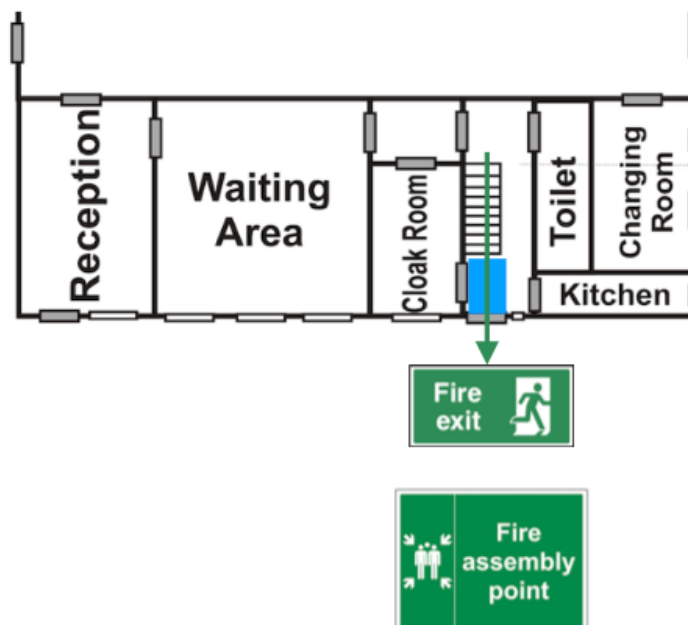


Fire Evacuation Plan First Floor

First Floor



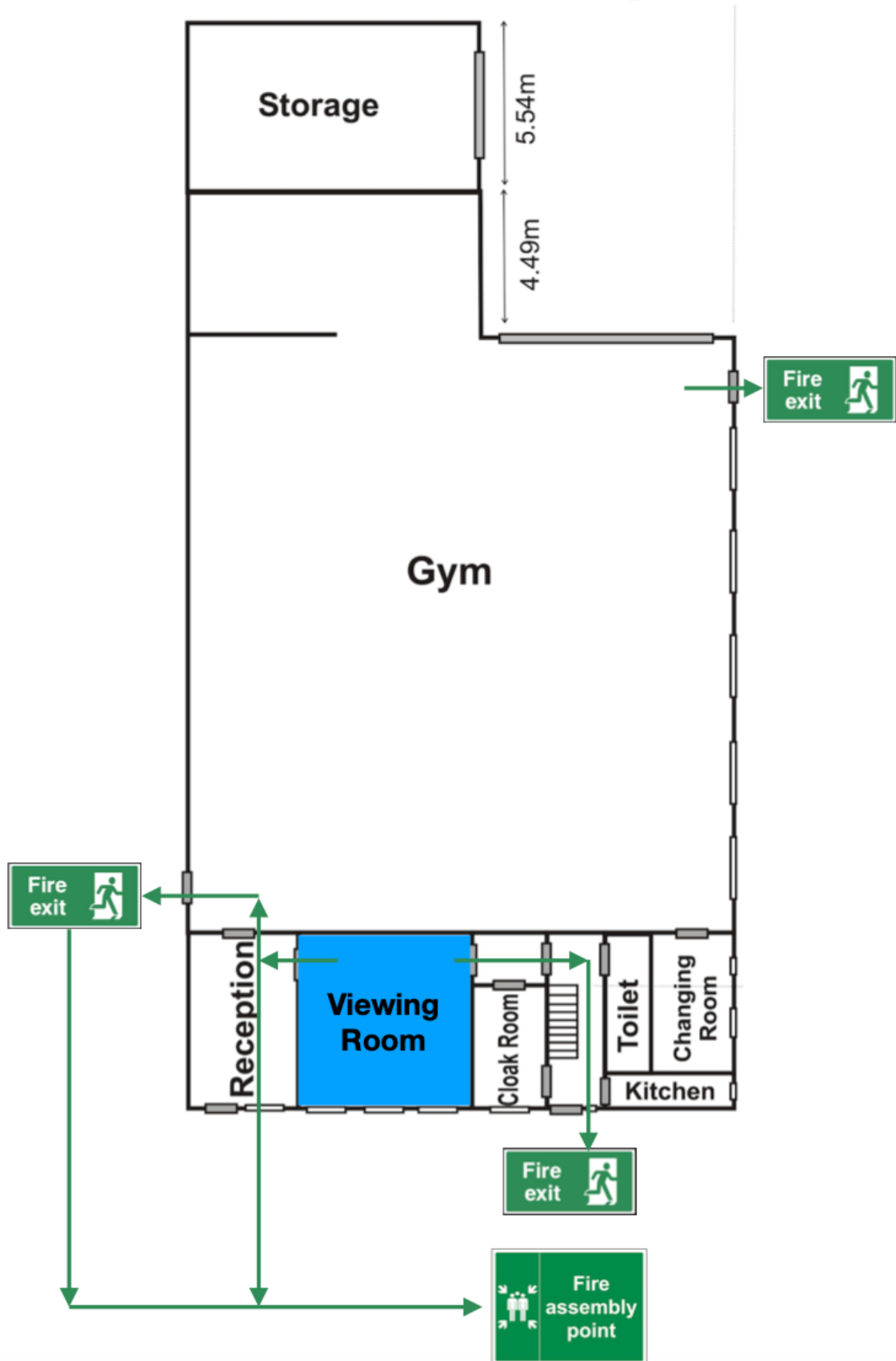
Ground Floor





Fire Evacuation Plan – Viewing Room

Fire Evacuation Plan Viewing Room





Monitoring

The policy will be reviewed a year after development and continuous each year thereafter, or in the following circumstances:

- Changes in legislation and/or Government guidance
- Country Sports Councils and British Gymnastics
- As a result of any other significant change or even

Where appropriate, some of the characteristics of this policy may be amended to suit the above four criteria, due to the severity/nature, although these will be temporary, and the original Policy will resume ASAP. Where any incident seems to be prolonged longer than a year, then a new Policy will be put into place and therefore reviewed annually until a more settled time appears.

Reviews

Completed review date:	Reviewed by: (name and position)	Signed off by: (name and position)	Next review date (estimate):
August 2020	Miro – Club Manager Jack – Coach	Mila – Club Manager Miro – Club Manager	Summer 2021