**Fire and Evacuation**

* If there is a fire in the building, then person who discovers it first must blow the whistle 3 times, loudly.

Whistles are located: -

**Whistle 1**,By the light switches between blue and red P-bars on the wall

**Whistle 2**. On the opposite wall by the light switches on the vault run side where the tumble blocks are kept.

**Whistle 3**. On the wall where the beams are/entrance to gymnast toilet/coach cupboard area,

**Whistle 4**. In the parent viewing area between the notice boards

**Whistle 5**. Under the counter in the parent kitchen just inside the gate.

* Coach in charge of the main floor to

A ) Direct the gymnasts to the nearest exit

B ) Direct other coaches to check changing rooms, coaches cupboard and gymnasts toilets.

C ) Direct other coach to check parent toilet and disabled toilet.

D ) Collect register.

E ) Call for any parent in the Parents viewing area to leave the building and gather at the assembly area.

F ) Assemble at top of the car par furthest away from the building. ( Far left as you exit main door )

G ) Take register to ensure all gymnasts are accounted for. Do not leave this area until advised to do so by the emergency services.

* There are two exits

Exit 1. General front door down the stairs from the platform.

Exit 2. Across the main floor at the beginning of the vault run.

* There are foil blankets in a blue bag by the front door – loosely tied in a half bow, so just pull shortest end and it will come un-done.
* At the assembly point phone the emergency services. Dial 999.

Advise address as : Unit 4 Viking court, Shepshed road, Hathern, Leicestershire, LE12 5LZ

Do not re-enter the building to go for a phone. If no phone, cross the road and dial from land-line.

* During the social distancing time this may be only staff member in the building, otherwise the following checks are shared between all the staff. Changing rooms, 4 x toilets, upstairs (if possible), then leave.
* Wait for emergency services and do not return to the building.