



# **FIRE AND/OR EVACUATION DRILL**

## **1.0 EVACUATION POINT**

The **evacuation point** for the gym is at the CAR PARK (Note: **Injured people** to the adjacent bitumen car park for Ambulance attention).

## **2.0 MOVEMENT TO EVACUATION POINT**

Immediate movement to the evacuation point will take place when:

- 2.1 the fire alarm is activated
- 2.2 On direction of Supervisor/Office Manager or Office Assistant/Senior Coach

## **3.0 ACTION ON ALARM – During class time**

- 3.1 **COACHES** move outside to the evacuation point with the group they are coaching through the nearest exit (**fire exits only**).
- 3.2 **ASSISTANT COACHES** move outside with the group that they are working with.
- 3.3 **GYMNASTS** move outside with their coach.
- 3.4 **PARENTS** move outside to the evacuation point through the nearest exit (**DO NOT** try to get inside to children).

## **4.0 ACTION ON ALARM – Before or after class time**

- 4.1 Move all gymnasts and parents outside to evacuation point through the nearest exit.
- 4.2 Gymnasts and parents that are still outside, move to evacuation point **without** entering building.

## **5.0 SPECIFIC TASKS – Supervisor**

- 5.1 Collects and takes class rolls and staff list for the day from front desk to the evacuation point.
- 5.2 Checks toilets and escorts any gymnasts out with them.
- 5.3 Marks roll and reports any discrepancies to Office Manager/Office Assistant.
- 5.4 Supervises gymnasts and staff at evacuation point.

## **6.0 SPECIFIC TASKS – Office Manager / Office Assistant**

- 6.1 Initiates and directs fire or evacuation procedures.
- 6.2 Rings 000 for assistance from Fire, Police or Ambulance as required.
- 6.3 Liaises with emergency agencies.
- 6.4 Receives and clears information from staff.
- 6.5 Identifies roll discrepancies and seeks to confirm attendance status with staff.

## **7.0 SPECIFIC TASKS – Senior Coach**

- 7.1 Moves directly to entrance to stop any people from entering or exiting (whichever applies).
- 7.2 When gym is evacuated move to area outside front door to restrict entry to the building by visitors.

## **8.0 DEPARTURE FROM EVACUATION POINT**

Departure from the evacuation point will take place only at the direction of the Office Manager/Office Assistant or Supervisor.

## **9.0 LOCATION OF FIRE EXTINGUISHERS**

- A Fire Extinguisher is located at the Fire Exit nearest the bars in the 'Pit' room.
- A Fire Extinguisher is located on the wall middle of the vault strip.
- A Fire Extinguisher is located on the wall near the double Fire Exit doors in the multi-purpose room.