



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.