

HINCKLEY GYMNASTICS CLUB NEW COLLEGE LEICESTER and CLARENDON PARK HINCKLEY

Emergency Action Plan (EAP) updated Jan 3 2019.

- **all foreseeable events**

Fire

- **the action employees should take if they discover a fire**

In New College use the Fire Alarm buttons sited at the Fire Doors.

In addition and in other venues Shout “EMERGENCY please leave the building by the nearest fire exit”. Direct members to safe fire exits.

Evacuate the building to the Assembly points. Call emergency services. Lead staff to check all floors and offices. Do not attempt to fight a fire unless it is clearly contained and appropriate fire extinguishers are on hand.

- **how people will be warned**

By Fire alarm and by voice in New College
by voice in Clarendon Park

By voice, all lead staff and all assistant staff. Passed to all class members.

- **how the evacuation is carried out (action on hearing fire warning)**

Direct members to the nearest safe exit away from the danger. Classes of younger children to be led out in a group. Assistant staff to accompany lead staff to ensure all is cleared.

- **to include the evacuation of visitors and people with disabilities**

Clarendon upper floor direct external fire escape.
Clarendon lower floor direct 2 side exits.

In New College there are 2 suitable disability exits to the sides and front of the hall. Wheel chairs should be directed to the front exit. All able bodied to use the nearest safe exit.

- **assembly points**

Clarendon, at the junction of the pathways leading to the open field.

New College to the rear assembly area opposite the football fields or to the car park Glenfield Road.

- **procedures for checking the premises have been evacuated**

Checks should be by voice and visual only if away from the seat of the fire and smoke. Staff should not attempt fire rescue unless their exit is clear.

- **identify escape routes**

All identified icon and illuminated signs.

New College Gymnastics centre 3 side fire exits ground floor

Clarendon Park lower floor 2 side exits plus upper floor exit external fire escape.

- **fire fighting equipment**

Displayed and hanging at strategic points near exits and in kitchens.

- **duties and identities of persons with specific responsibilities in the event of a fire**

To ensure that Fire warnings and evacuation is initiated and completed in a timely way.

- **where appropriate the isolating of machinery and processes**

Not applicable.

- **how the fire service are called and by who**

Clarendon lead staff by land line or mobile

New College by breaking fire glass.

- **Liaison with fire service on arrival**

Clarendon to be met in the car park at the front of the building access from Roston Drive/Outland Drive junction. LE10 0XT. Senior staff.

New College to be met in Glenfield Road car park Leicester LE3 6DN premises officer.