



Phoenix Gymnastics Academy

EMERGENCY ACTION PLAN

ASSEMBLY POINT

CAR PARK, ALONGSIDE TREE LINE.

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE TELEPHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF TRAINED TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATIONS AS NECESSARY