

Emergency Procedure

Nearest Telephone in the Sports Hall	Admin Desk: Club phone (07719 965 406) Coach's Crate: Head Coach (07703 599 558)
Nearest First Aid Provision in the Sports Hall	First Aid Trolley by the entry point for gymnasts
Name of First Aiders in the Sports Hall	Coaches: Mary, Paul, Paula, Henry, Tahirah, Izzie, Ayoola Admin: Stephanie
Name & contact number of Club Welfare Officers	Jane Lacey – 07889 575 494 Mary Wright – 07703 599 558 Paula Trinder – 07767 141 313 Henry Thompson – 07714 330825
Location of Fire Exits in the Sports Hall	As seen around the Sports Hall
Location of Assembly Point in the event of Fire or Bomb Threat	The Car Park at the front of the Leisure Centre

Evacuation Procedure during a gymnastics class

Admin Team

- Check toilets and First Aid Point and return gymnasts to their group.
- Gymnasts who are late to be collected must remain with the Admin Team.
- Gymnasts waiting for their class must remain with their parents. If the parents have left, the gymnasts go with the Admin Team.
- Grab the emergency blankets, main registers and workforce signing in sheets.

Coaches

- Check the gymnasts against your “group information sheet” and inform the head coach if a child is missing and keep your gymnasts with you.

Volunteers/Helpers

- Stay with your designated coach and assist them.

Gymnasts

- Stay with your coach.
- If you are waiting for your class, and your parent has left, stay with the Admin Team.

Parents/Carers

- Siblings not taking part in the class should remain with you.
- Leave by the nearest fire exit.

DO NOT

- Stop for personal belongings, shoes, or clothes.
- Re-enter the building, until told to.