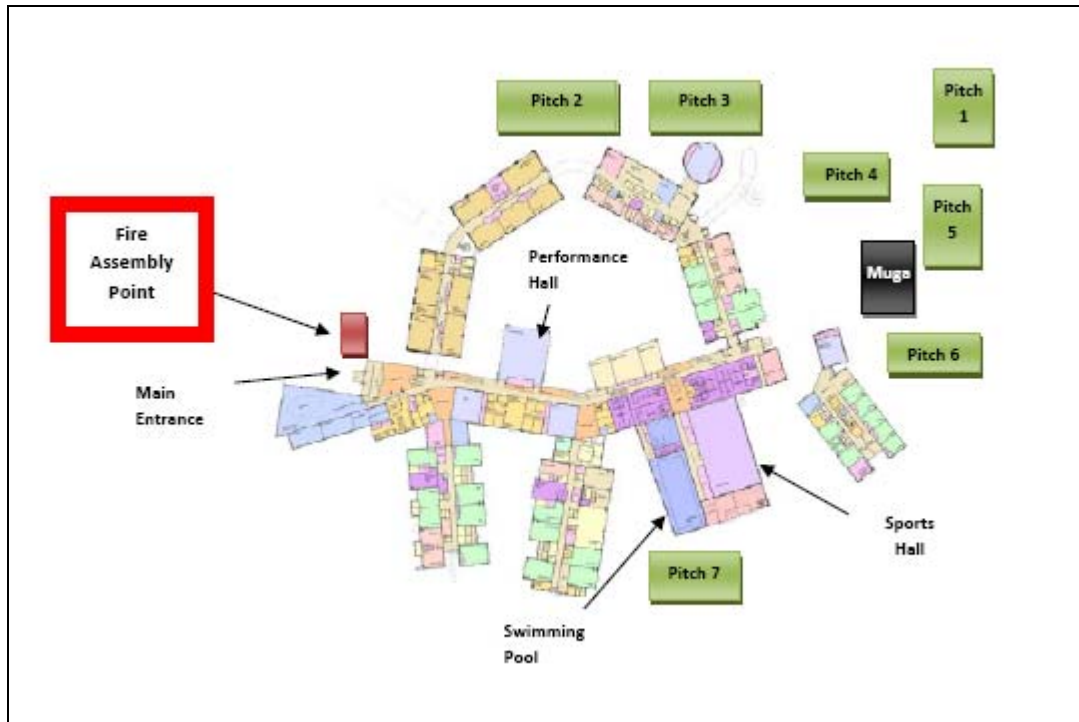


Community Use - Emergency Action Plan

1. EVACUATION – [Pool users please see additional information in 1.1.](#)

If the fire alarms sound, all persons on site must go to the designated fire muster point which is located in next to the bike shed near the main reception. (See diagram below).

Hirers / coaches must ensure all persons behave in an orderly manner and ensure **access is left clear for emergency vehicles.**



All hirers / coaches are responsible for ensuring all persons / attendees on site as a result of their booking evacuate the building by vacating the building by the nearest exit and closing the doors behind them. Evacuation must take place in a calm and orderly manner

The Kajima Community member of staff will meet all groups at the muster point and will liaise with each hirer / coach to establish if any groups have missing persons.

If anyone is reported missing, this will be relayed to the MITIE site supervisor / caretaker and the emergency services.

If the fire alarm is a false alarm, the MITIE site supervisor / caretaker is the only person who can deem it Safe to re-enter the building.

The MITIE site supervisor / caretaker will keep all users informed as much as possible with progress throughout an evacuation.

If there is power failure or any other utilities that affects the use of the building, MITIE will decide whether the activities can still go ahead safely. MITIE will notify Kajima Community to inform other hirers coming later in the evening or the next day if it is not suitable to use.

On no account should any person attempt to tackle a fire however small unless it blocks their direct means of escape i.e. a room within a room.

The lifts will return to base and the doors will remain open during an evacuation, however, on **NO** account should any attempt be made to use any passenger lift.

On **NO** account should any person re-enter the building.

On **NO** account should any person ignore any fire alarm, assume that the fire alarm is false or fail to leave the building.

1.1 Main Swimming Pool and Hydrotherapy pool

Specific **Emergency Action Plan** arrangements for users of the **swimming pool** and **hydrotherapy pool**.

The hirer / coach is responsible for providing an 'Emergency Action Box' which should include survival blankets and plastic overshoes to be given out to evacuated swimmers.

Action to be taken by hirer/coach on hearing the alarm

1. Prepare all persons to evacuate the building by assembling at the external fire exit located within the main pool hall adjacent to the hydrotherapy pool (swimming pool muster point).
2. Await further instructions – do not open the fire doors, leave the area or return to the pool until you are told to do so - this will assist with maintaining body heat and lessen exposure to external elements.
3. **If danger is imminent evacuate immediately**
4. The hirer / coach must take their first aid kit and emergency action box to the assembly point
5. Close all doors behind you.
6. Report to the Fire Assembly point which is located next to the bike shed near the main reception.

2. STAFF RESPONSIBILITIES

MITIE – Upon hearing the alarm the Site supervisor must unlock the double gates between blocks 1 and 5 before undertaking any other duty.

KAJIMA – In the event of a false alarm and once given permission to re-enter the building the Kajima Leisure attendant will make their way to the swimming pool muster point to inform any persons waiting in this refuge area that they may stand down

3. FIRST AID

All hirers are responsible for first aid within their groups. Kajima community staff will phone an ambulance if necessary and MITIE will be responsible for getting the ambulance to its designated place.

If necessary MITIE will record the incident/accident in their accident book.

4. TELEPHONING THE EMERGENCY SERVICES

The MITIE site supervisor must be informed if the emergency services have been called in order to allow access to relevant areas.

- All **hirers / coaches** must sign in and out the **Kajima Customer attendance sheets** held at the main reception desk.
- All **attendees** must sign the **activity register** also held at the main reception or report to their hirer / coach if the hirer / coach has agreed to keep a record of all their users. These registers will be used in order to establish if their entire group has evacuated safely from the building.