

# **NORTH EAST LONDON GYMNASTICS CLUB LTD**

## **POWER FAILURE EMERGENCY PLAN**

### **Action to be taken in the event of power failure**

- In the event of a power failure, the emergency lighting system will operate automatically. This will enable staff to evacuate the building as follows.
- **Evacuation Procedures**
  - The Gym Manager or her deputy will alert all coaches and advise them to evacuate the building.
  - Coaches are responsible for evacuating all gymnasts in their classes and for taking the registers with them for roll call.
  - All parents and other visitors, will be directed by a member of staff to the nearest emergency exit.
  - Everyone should meet at the Assembly Point, Butterfield Green. On arrival, coaches should take an immediate roll call to ensure all gymnasts are accounted for. Any missing persons should be reported to the Gym manager.

### **Escape Routes**

- The main escape route on the ground floor will be through the front entrance doors on to Milton Grove.
- The rear exit door leads to an enclosed yard, exit through a wooden gate, through another enclosed yard and out through a metal gate on to Town Hall Approach.
- There are three emergency exits from the basement. There is the normal access route via the spiral staircase between the ground and basement floors.

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- A fire exit door is situated in the corridor. This leads to a metal fire escape rising to ground floor level in Town Hall Approach.
- The final exit is through the rear dance studio fire exit door. This leads to a metal fire escape rising to ground floor level. A wooden gate gives access to the rear enclosed yard (outside the ground floor fire exit door). The route then goes through a second wooden gate, through another enclosed yard and out through a metal gate on to Town hall Approach.

## **Assembly Point**

- The Assembly Point is in Butterfield Green, opposite the building.

## **Liaison with energy suppliers**

- Once everyone has been evacuated from the premises, the Gym Manager or her deputy will call the energy supplier and await their further instructions.
- The Fire Marshals may enter the building, if it is safe to do so, to ensure no one has been left inside the building.

## **Visitors**

- The procedure applies to all visitors. One member of staff will be responsible for visitors and will ensure they leave the building by the nearest escape route when the fire alarm is raised. Visitors are not employees of the company or gymnasts and may include parents, contractors, cleaners etc.

## **Re-occupation of the Building**

- The building can be re-occupied once power supply has been re-established.
- On re-entering the building, another roll call should be carried out to ensure all gymnasts are present.

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- In the event that power is not re-established for the duration of the session, the gymnasts will be dismissed from the assembly point. Gymnasts will only be dismissed into the care of a parent or guardian unless written permission is held to allow the gymnast to leave unaccompanied.
- No further sessions will be held in the gym until power is re-connected.

## **Follow up procedures**

- Once power is restored, the Gym Manager will establish the cause of the power failure with the energy supplier. In most cases this will be a failure to energy supplies in the local area as well as the gym. In this instance no further action will be required.
- If the cause of the failure is internal, the Gym Manager will arrange an inspection of the electrical equipment by the landlord as soon as possible. No gym sessions will take place until the inspection has taken place.