****

**COTSWOLD GYMNASTICS CLUB CASC LIMITED**

**EMERGENCY PROCEDURE**

| **Approved By** | **Owner** |  |  |
| --- | --- | --- | --- |
| The Board | CGCCL Directors |   |   |
| **Version** | **Summary of changes** | **Document status** | **Date** |
| 1.0 | Adopted by CGCCL Directors | Approved  | 1.10.23 |
|   |   |   |   |

 All Cotswold Gymnastics Club CASC Limited staff should make sure they have familiarised themselves with these.

All parents and children must be made aware of the emergency procedures in each venue. In the event of a fire or other emergency needing us to vacate the building, an alarm bell will sound and upon hearing the alarm the following procedures must be followed: -

• The Lead Coach will collect the register, advise gymnasts to collect shoes and clothes if safe to do so (that are in the room) and line up. They will leave the building by the nearest fire exit.

• Go immediately and report to the assembly point by the trees at the far end of the tennis/netball courts. Check everyone against register and report anyone missing to Fire Brigade.

• Do not re-enter the building until you are told that it is safe to do so by the Fire Brigade.