

## **Emergency/Evacuation**

All members/visitors are requested to sign in before they go upstairs to the viewing galley. There is a visitors register at the reception door where you must complete your details. This is part of our Health & Safety policy – for in the event of an emergency/evacuation, we have information of who is in the building which is vital in ensuring everyone is safe and accounted for.

Our staff have all been trained in the Emergency/Evacuation process. We practice this process every 4 months. Gymnasts participating in a session will be evacuated by their coach. Under no circumstance must a parent evacuate their child who is under the responsibility of a coach. Parents and other children under their supervision must evacuate the building and assemble in the car park. Do not use the lift when there is an emergency/evacuation.

Please make yourself aware of our emergency procedures and evacuation points that are posted at all our exits.