



Emergency Procedures

These procedures are to be used whenever a major incident is taking place. These incidents may include fire, bomb threats, lighting failure, casualty on the bottom of the pool etc.

A major incident will be initiated by one of two actions:

1. Fire alarm being sounded with an announcement being made that “there is an incident in the building, please leave the building by the nearest exit”.
2. The pool alarm being sounded and the lifeguard will sound 1 long blast on the whistle. There will be an announcement “Code 1 to poolside”.

Procedure for classes on poolside:

1. Your class should leave the pool at the nearest point.
2. Group your class together
3. Collect the class register wherever possible
4. Walk with your class and gather under the gallery
5. Keep your class together – if they are cold Leisure Centre blankets are available. Ask the Lifeguards on duty
6. DO NOT leave the poolside or evacuate the building at this point
7. Leisure Centre staff will keep us advised
8. DO NOT allow class back in to the pool unless the all clear has been received
9. IF evacuation is required:
 - a. Keep your class together
 - b. Ensure all are given blankets
 - c. At the main assembly point check your class against the register
 - d. DO NOT allow children to leave unless accompanied by their parent

Procedure for classes off poolside:

1. Group your class together
2. Collect your class register
3. Leave the centre by the nearest available fire exit and gather at designated fire assembly point.
4. Once the all clear is given re-enter the building and continue with class.



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5. If the building is closed do not allow class to leave unless accompanied by their parent

Procedure for parents and other members not in classes

1. Leave the building immediately by the nearest available fire exit and move to the designated fire assembly point
2. Front desk/reception staff must ensure that the main register with members contact details is taken from the building on evacuation
3. DO NOT under any circumstance try to access the swimming pool or changing rooms to collect your child.
4. Once the all clear is given re-enter the building
5. If the building is closed members of Leisure Centre staff will direct you to the point where swimming classes have been evacuated.
6. At this point you will be able to collect your child from their teacher. We will not allow any child to leave unless accompanied by their parent.