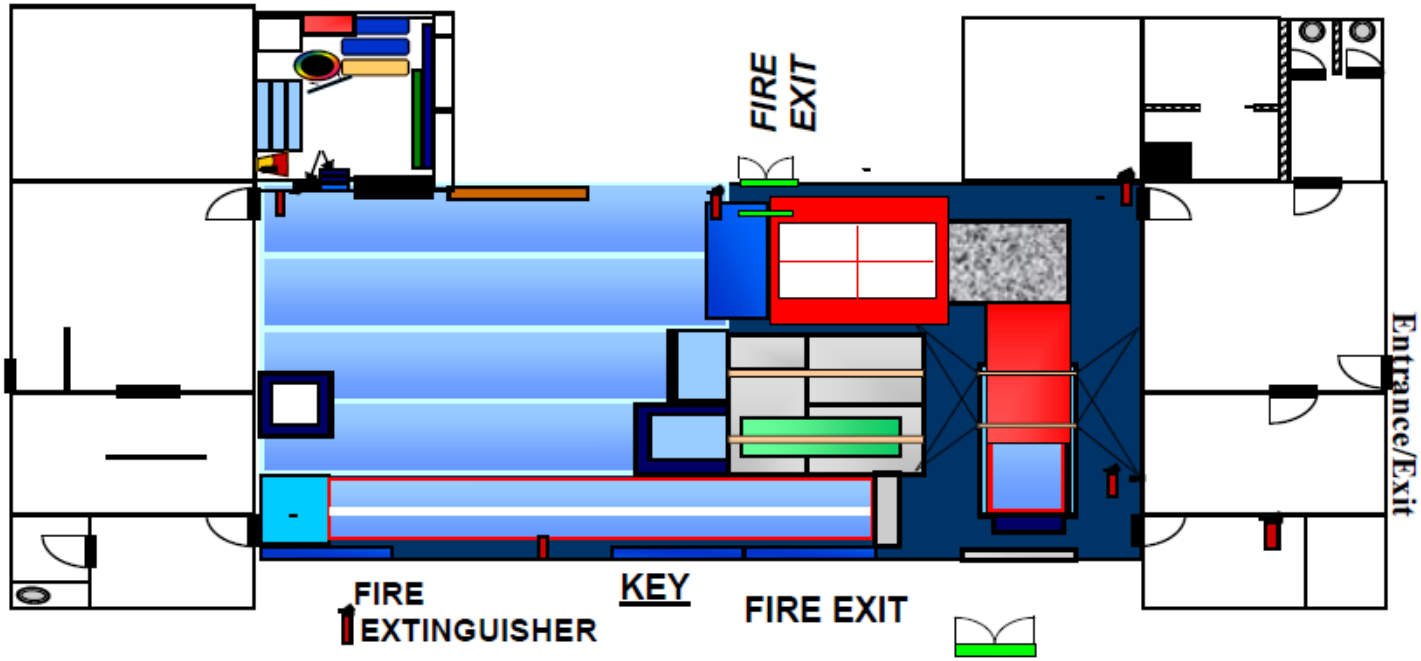
FIRE PROCEDURES

Birmingham Gymnastics Academy

On discovery of a fire, however small, an immediate decision must be made
CAN YOU EXTINGUISH IT IMMEDIATELY?

1. **Alert all of the participants. Ensure you know where the extinguishers are located.**
2. **Immediately escort all participants out of the fire doors turning left onto the playing fields towards the football pavilion and away from the building.**
3. **Ensure that a register of all participants is checked against evacuees.**
4. **Ask for any cars parked in-front of and around the building to be moved to the opposite end of the car park, thus leaving a clear tract for any emergency services.**
5. **It is probable that assistance has arrived at the scene at this time. Another member of staff (or failing that, a member of the public) should be sent to report the location, nature and extent of the fire, plus any known casualties.**
6. **Stay in the vicinity of the fire (without taking personal risk) to prevent the public straying into the area, until instructed to do otherwise.**
7. **Tackle the fire only if you are confident you can do so safely and effectively with the appliances provided.**

NEVER RISK YOUR OWN SAFETY. IF YOU FEEL THAT THE AREA HAS BECOME TOO DANGEROUS TO ENTER- GET HELP – DO NOT ENTER.