



Combat Academy UK - Fire Evacuation Plan

CAUK Martial Arts Club

Holly Spring School

Bracknell

Date: Friday, November 10, 2023

Objective:

The objective of this fire evacuation plan is to ensure the safety and efficient evacuation of all members and participants of the Martial Arts Club in the event of a fire emergency. It is crucial to remain calm and follow the instructions outlined in this plan to prevent injuries and ensure everyone's well-being.

Emergency Assembly Point:

The designated emergency assembly point for the Martial Arts Club is blocked area to the rear of the school hall. You should, if more distance from the building is required also, use the large sports field located on the west side of the school premises. It provides a safe location away from the affected area and allows for easy accountability.

Evacuation Procedure:

1. Upon hearing the fire alarm or receiving notice of a fire emergency, immediately stop any activities and remain calm.
2. If you are near the entrance, quickly direct others to exit the building.
3. In an orderly manner, proceed to the nearest exit.
4. If you encounter smoke while evacuating, remember to stay low to the ground where the air is less toxic.
5. Do not re-enter the building for any reason until authorized to do so.
6. Once outside, gather at the designated assembly point and remain there until further instructions are provided.
7. Take attendance register to ensure all members and participants are accounted for.
8. Report any missing individuals to the nearest emergency personnel.

Responsibilities:**1. Club Instructors/Leaders:**

- a. In the event of a fire emergency, instructors/leaders must ensure that all club members and participants are aware of the evacuation procedure and the location of the emergency assembly point.
- b. They should supervise the evacuation, maintaining order and ensuring everyone exits the building safely.
- c. Once at the assembly point, instructors/leaders will take attendance and report any missing individuals to emergency personnel.

2. Club Members/Participants:

- a. Club members/participants should familiarize themselves with the fire evacuation procedure and the location of emergency exits.
- b. During an evacuation, follow the instructions provided by instructors/leaders and exit the building calmly and quickly.
- c. Proceed to the emergency assembly point and remain there until further instructions are given.

Additional Information:

1. In the event of a fire emergency, dial the emergency services on 999 and inform them about the school's address, location, and the nature of the emergency.
2. Fire drills will be conducted periodically to ensure familiarity with the evacuation procedure. All members and participants are expected to participate.

Remember, safety is our top priority. In the event of a fire emergency, following this evacuation plan will help ensure the well-being of everyone.

The address of this venue is:

Holly Spring School

Lily Hill Rd,

Bracknell

RG12 2SW

Visual Map for Reference:

