

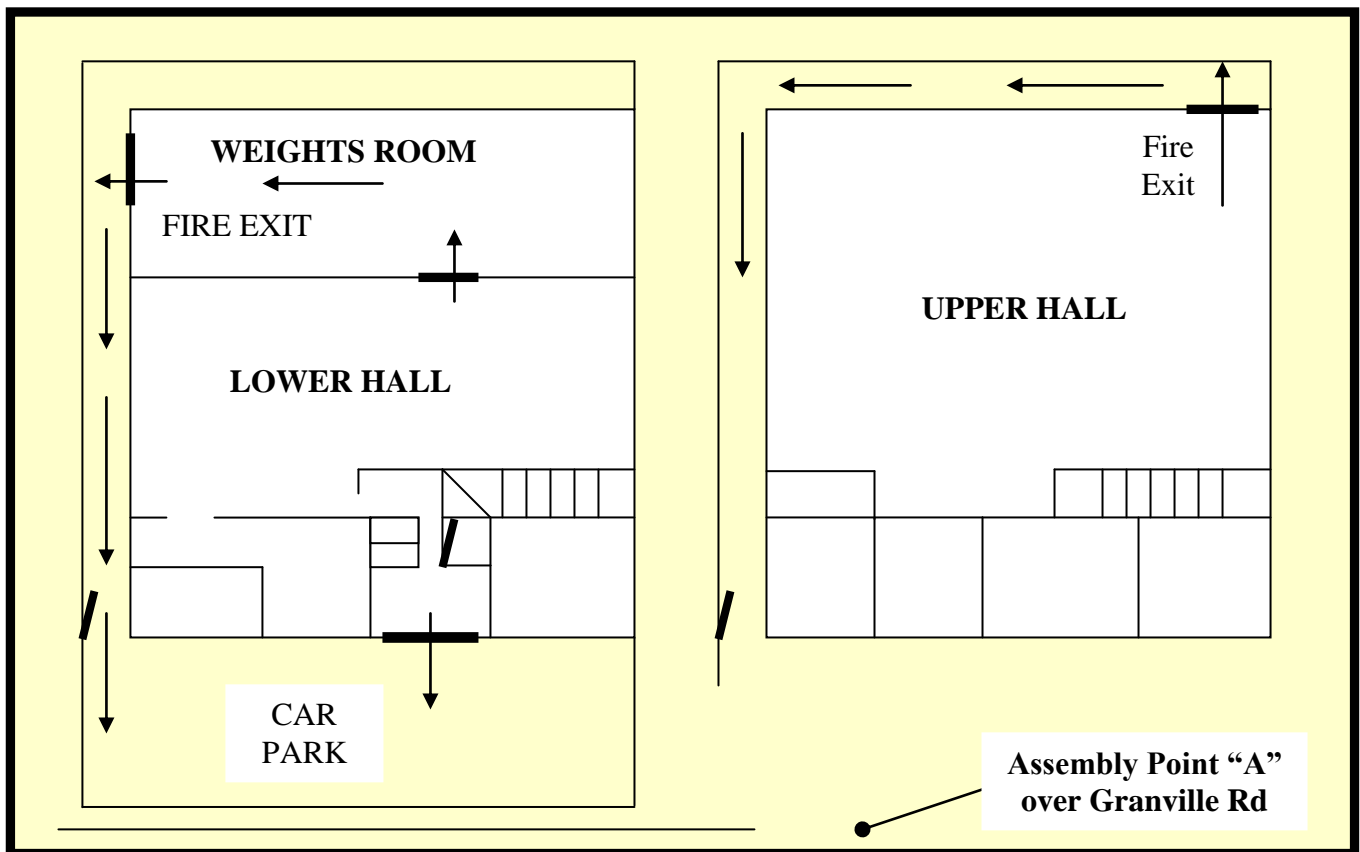
KIXX Procedures

Procedure Number: KIXX-P004

Fire Procedure **Granville Road**

Author:..... Date:.....

Checked:..... Date:.....



Fire Procedure:

- ◆ For your own safety, make sure you know the locations of the fire extinguishers and the nearest fire exit (part of the induction and maps are posted around the **Gym**).
- ◆ Keep all doors, stairways and access ways clear of obstacles (bags, clothing, shoes, etc. etc).
- ◆ In case of a fire, **DO NOT PANIC**, find the nearest **KIXX** supervisor or instructor and raise the alarm immediately, as necessary, The manager or supervisor will call the fire brigade:
- ◆ Lift the receiver and **dial 999 or 112 on a mobile phone.**
- ◆ Give the operator your telephone number and ask for fire>
- ◆ When the fire brigade replies give call distinctly:

FIRE AT: KIXX Martial Arts
Granville road
Maidstone
Kent
ME14 2BJ

- ◆ Leaving all belongings behind, leave the **Gym** in an orderly fashion via the nearest fire exit.
- ◆ **DO NOT PANIC.**
- ◆ Assemble opposite the gym at "**Point A**" shown above. Take care crossing the road.
- ◆ **DO NOT GO BACK INTO A BURNING BUILDING!**
- ◆ The **KIXX** supervisor or instructor on duty shall be the last one to leave the **Gym**, if possible, bringing the signing in and out book with them. To make sure everyone is accounted for and avoid putting others in danger, **PLEASE** use the signing **IN / OUT** book correctly.

KIXX Children's Classes FIRE DRILL Procedure.

PLEASE USE THIS FIRE DRILL IN CONJUNCTION WITH THE KIXX FIRE PROCEDURE. This Fire Drill is to be used in case of a real fire. Attention must be paid to the Smoke Alarms as an early warning of a possible situation. **DO NOT** ignore them.

Key words for the children to learn are (**ALL commands to be issued in a loud, clear voice**):

COMMAND to be issued...	ACTIONS
STOP!!!	1) <u>ALL</u> activity MUST stop immediately. 2) Children must stand exactly where they are to receive the next instruction. 3)
FIRE <i>in the building</i>	1) Talk to the children in a CALM but FIRM tone of voice. 2) Tell the children that there is a fire in the building and that IT IS / IS NOT a drill (<i>they must practice as if for real but we do not want to unnecessarily scare the children</i>).
LINE UP	1) Tell the children to line up in height order with the smallest at the front, carry out a head count. 2) The children shall put their hands on the shoulders of the person in front. 3) Consideration must be given to the amount of smoke that might be present in the case of a fire. The children may need to stoop or crawl to avoid the smoke.
FIRE EXIT 1 <i>(THE FRONT DOOR, MAIN ENTRANCE)</i> FIRE EXIT 2 <i>(THE BACK DOOR, WEIGHTS ROOM)</i> FIRE EXIT 3 <i>(THE UPSTAIRS DOOR, LARGE HALL)</i>	1) Indicate to the children which of the THREE fire exits they shall be leaving by (<i>depending on where the class is being held and where the fire is</i>). 2) The Instructor (<i>person in charge</i>) shall DESIGNATE a responsible person (<i>usually an Assistant</i>) to lead the children from the room ensuring that ALL of the children are present. 3) DO NOT STOP TO PICK UP ANY BELONGINGS 4) When exiting through FIRE EXIT 3 ensure that one hand is on the stair rail and the other remains on the shoulder of the person in front.
CROSS THE ROAD	1) The Instructor (<i>person in charge</i>) shall ensure that the children cross the road safely. 2) Carry out another head count to ensure that all children are present. Keep everybody close and out of harms way.
ASSEMBLY POINT 'A'	1) The children will remain at the designated Assembly Point 'A' which is located outside the garage opposite KIXX Gym (see <i>KIXX Fire Procedure</i>). 2) Await the arrival of the emergency services.
DO NOT RE-ENTER THE BUILDING	1) NO attempt shall be made to re-enter the building until the "ALL CLEAR" has been issued by a person in authority (<i>usually the Emergency Services</i>).
CALL THE EMERGENCY SERVICES	1) IF the above has been carried out because there is a fire, the Instructor (<i>person in charge</i>) shall be responsible for contacting the emergency services in accordance with the KIXX Fire Procedure. Give all directions CLEARLY. 2) DO NOT DESIGNATE THIS TASK TO ANYONE ELSE.
FIRE DRILL OVER	1) ONLY IF the above has been carried out as an exercise may the command 'FIRE DRILL OVER' be issued in a clear voice prior too ANYONE re-entering the building. 2) The Instructor (<i>person in charge</i>) shall be the first to re-enter.