

Pure Gym Fire Evacuation Procedure



Pure Gym Club:	Norwich Castle Mall
Assembly Point:	Timberhill nr Church Yard/Castle Gardens
Total Number of Fire Exits:	3
Alarm Monitoring Station:	Custodian

In the event of Fire Alarm activation, the following will happen;

- The fire alarm signal will be received by the Alarm Monitoring Station.
- The Alarm Monitoring Station will dispatch the Fire and Rescue Service immediately.
- The Alarm Monitoring Station will contact the Pure Gym Key holders in order of **Gym Manager, Assistant Gym Manager, Pure Gym Support Managers.**
- All external fire exit doors will release from the magnetic locks for a safe evacuation.
- Pure Gym staff will proceed to the Fire Panel to identify where the fire has been activated.
- Pure Gym staff to establish whether the fire is genuine or a false alarm.

YES – EVACUATION REQUIRED:

1. Pure Gym will evacuate the club without endangering themselves or others. All members will be directed to the Assembly Point and advised to not collect any personal belongings from the changing rooms.
2. Pure Gym staff will assist any members that are in need of assistance during an evacuation.
3. Pure Gym staff to meet Fire and Rescue Service and assist where needed.
4. Pure Gym staff to control members at the assembly point. **Orange Warden Jacket to be worn.**

The club can be re-opened once the Fire and Rescue Service have agreed it is safe to do so and the checklist below has been completed.

Pure Gym Checklist:

- Re-set the Fire Alarm Panel
- Contact Custodian to reset the Access Control
- Close all external fire exits to secure the building
- Roller shutter to be reset to open using the push button next to the shutter
- Record the evacuation on Prime
- Inform Pure Gym Senior Management if not already aware
- Complete an incident report on Prime