

## Albert Avenue Pools Fire Duty Assignments



**STAFF CATEGORY:** Kingston Kayak Club  
**RESPONSIBILITY:** Pool Hall  
**ASSEMBLY POINT:** Main/Front Car Park

On hearing the fire alarm, the following procedure must be carried out **immediately**.

### **Stage 1 – Assemble at Fire Exit**

The swimming club lifeguard and pool control must assemble all their team members and spectators to the nearest fire exit.

The club lifeguard manning the pool position must remain on poolside and ensure that team members stay out of the water. Close both stainless steel gates to poolside and ensure no-one enters the changing rooms.

**AT THIS POINT IT IS NOT NECESSARY TO EVACUATE THE BUILDING  
UNLESS THE ALARM WAS RAISED IN THE IMMEDIATE AREA.**

### **Stage 2 – Building Evacuation**

You will be informed either by an announcement over the public address system code red or in person by the Leisure Manager, Assistant Leisure Manager, Team Leader or Receptionist, to leave the building via the fire exit ensuring all team members are out and that no one returns to the building. Close the fire exit door.

Foil blankets are located within the poolside exits.

Direct team members and spectators to the fire assembly point located at the front entrance of the main car park.

The Leisure Manager, Assistant Leisure Manager or Team Leader will inform all staff when it is safe to enter the building.

**THESE INSTRUCTIONS ARE TO BE READ IN CONJUNCTION WITH  
EMERGENCY PROCEDURES  
GENERAL FIRE INSTRUCTIONS**

**Fire Extinguishers must only be used in a life-or-death situation or by a trained member of staff.**

**Make yourself aware of fire extinguishers in your areas of work in case you become trapped by fire.**

**Remember to use the correct type of extinguisher.**

**A sign will be next to each fire extinguisher.**

