**Fire Emergency Policy – Ground Control BJJ**

**1. Purpose** The purpose of this policy is to ensure the safety of all staff, members, and visitors in the event of a fire emergency at Ground Control BJJ. This policy outlines evacuation procedures, designated fire exits, and the location of the fire assembly point.

**2. Fire Emergency Assembly Point** In the event of a fire, all individuals must evacuate the premises immediately and proceed to the designated fire emergency assembly point, which is **located at the entrance of the car park**.

**3. Fire Exits** Ground Control BJJ has two designated fire exits:

* **Main Entrance Door** – The primary entrance used to enter the facility.
* **Secondary Exit (Main Room)** – This exit is located in the main training room and features a staircase leading down to the car park.

**4. Fire Emergency Procedures**

* **Upon discovering a fire:**
  + Immediately raise the alarm by activating the nearest fire alarm call point.
  + Notify a staff member or instructor as soon as possible.
  + If safe to do so, attempt to contain small fires using a fire extinguisher (only if trained to do so).
* **Upon hearing the fire alarm:**
  + Stop all activities immediately and evacuate the building using the nearest available exit.
  + Do not use lifts or attempt to collect personal belongings.
  + Proceed calmly and quickly to the designated assembly point.
  + Instructors or designated staff will conduct a roll call to ensure everyone is accounted for.

**5. Responsibilities**

* **Staff and Instructors:**
  + Ensure all members and visitors evacuate safely.
  + Guide individuals to the nearest fire exit and towards the assembly point.
  + Conduct a final sweep of the premises (if safe to do so) to check for any remaining individuals.
  + Contact emergency services (999) immediately and provide details of the incident.
* **Members and Visitors:**
  + Follow evacuation procedures and listen to staff instructions.
  + Do not attempt to return to the building until officially cleared by emergency services.

**6. Fire Safety Equipment**

* Fire extinguishers are strategically placed throughout the facility.
* Fire alarm call points are installed for raising the alarm.
* Fire exits are clearly marked and free from obstructions at all times.

**7. Fire Drills and Training**

* Fire drills will be conducted periodically to ensure all staff and members are familiar with emergency procedures.
* Staff will receive fire safety training, including the use of fire extinguishers and evacuation coordination.

**8. Review and Updates** This policy will be reviewed annually and updated as necessary to ensure compliance with fire safety regulations.

For any questions regarding fire safety procedures, please contact Chantelle McDade at info@gcbjj.co.uk