



# **LEARN TO SWIM EVACUATION PROCEDURE**

**ASSEMBLY AREA:**      **Rear of grassed area on Manuka Circle**

## **EVACUATION PROCEDURES SPECIFIC TO LEARN TO SWIM PROGRAM:**

1. Centre shall be evacuated on the instruction of senior pool staff using communication methods as follows:
  - P.A. System
  - Two way Radio
  - Three Long Blows of whistle
2. Staff shall direct patrons to designated emergency assembly point via centre emergency exits.
3. Parents of students in lessons are to accompany children with the instructor to the emergency assembly area.
4. Swim school staff will ensure that class lists are checked and that all students are accounted for
5. Reception staff/lifeguards will provide portable first aid kit, pen, paper and blankets or towels at the emergency assembly point.  
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6. Pool Supervisor/ Manager will conduct primary search of the centre including change rooms, kiosk areas and plant rooms.
7. Once centre is evacuated, staff will to guard all entry/exit points to ensure nobody re-enters the centre without the approval from emergency services.
8. Approval from emergency services is required prior to re-entering the centre to resume normal operations.