



Rise & Regulate

Emergency Evacuation Plan

Safeguarding Lead & Director: Danny Collins

Provision: Multi-venue (gyms, martial arts facilities, outdoor environments)

Language: 'Learner' used throughout

Review Cycle: Annual or following incident

1. Purpose

To ensure the safe and orderly evacuation of all learners and staff in the event of fire, gas leak, structural issue or other emergency situation.

2. Triggers for Evacuation

- Fire or smoke
- Gas leak
- Structural risk
- Immediate external threat
- Instruction from emergency services

3. Immediate Actions

- Stop all activities immediately
- Instruct learners to leave calmly
- Do not collect personal belongings
- Use nearest safe exit
- Follow staff instructions at all times

4. Roles and Responsibilities

Danny Collins (Lead):

- Direct evacuation
- Ensure all learners are accounted for
- Contact emergency services

Learners:

- Follow instructions immediately
- Exit calmly and safely

5. Assembly Point

A pre-identified safe location will be used depending on venue.

All learners must remain with staff until accounted for and further instruction given.

6. Headcount Procedure

- Register learners immediately upon arrival
- Cross check against attendance list
- Identify any missing learners
- Report immediately to emergency services

7. Communication

- Contact emergency services (999) if required
- Inform referring school
- Inform parents/carers where appropriate

8. Multi-Venue Considerations

- Exits identified on arrival
- Venue-specific risks assessed
- Alternative routes planned

9. Review

Procedure reviewed annually or after any incident.