



Emergency Procedures for Outside Hirers of the School

There must be a responsible person in charge of the activity. This person will be the co-ordinator in the event of an emergency. Ideally there should be another person appointed as a marshal to assist in the event of an emergency for groups up to 25 in number. For each additional 25 persons present an additional marshal should be appointed.

On the first visit by the hirer the responsible person of the activity should be shown the location of fire extinguishers, evacuation routes, set off devices such as manual call boxes, evacuation exits, outside routes and the emergency assembly area by the school.

On each visit the responsible person must ensure all evacuation routes are unobstructed and all escape doors leading from the activity area can be easily opened. Any concerns should be reported back to the school or if no one is available and there is a serious concern, such as a locked fire door, careful consideration should be given to letting the activity take place.

Any changes to fire devices and/or fire escape routes must be informed to the responsible person before the activity takes place along with alternative arrangements.

The responsible person must be aware of persons present in their activity. An attendance sheet may be the easiest way of achieving this.

NOTE: *The activity should not involve potentially hazardous materials. Any questions on possible activity hazards please contact a senior member of the school before the activity starts.*

Evacuation Procedure

In the event a fire is discovered, the nearest safe fire alarm set off device should be activated. The alarm sound is a **continuous bell**.

On activation of the alarm the responsible person is to start the evacuation using the nearest safe exit (or multi-exits for large groups). The evacuation should be done in an orderly fashion without panic with the responsible person leading the activity members to the assembly area.

The assembly area is on the **playground** at the rear of the school.

At the assembly area a roll call should be taken to ascertain if there are any missing persons.

In an evacuation, if it was thought there was a missing person or persons, careful consideration could be given to the appointed marshal(s) checking areas, such as toilets. They would do so at their own risk and should take care on opening any doors that there was no fire present on the other side. They should not go into any part of the building that is on fire.

If there are any persons in the activity who may struggle to leave the building in an evacuation (such as a wheelchair user or babies in prams) the responsible person must carefully consider what procedures are needed to aid their escape.





If there are school staff present in an emergency they should contact the emergency services. If there are no school staff present, after the evacuation, the responsible person should arrange for the emergency services to be contacted as soon as possible. If a mobile phone is available this could be used at the assembly area or a person could be tasked to use the nearest safe telephone.

In an incident when the emergency services are to attend, the responsible person is to meet them as they arrive. This can be jointly with a member of the school staff if any are present. Here information should be given to the emergency services on if all persons are accounted for or if there are any missing persons and the likely places they may be. If there is any useful further information, such information on where the fire is, this should also be given.

I, as the nominated responsible person of the activity, have understood the above and will comply with all relevant requirements.

Signed:

Print Name: Date:

