



## FIRE EVACUATION PLAN FOR HIRERS OF THE SCHOOL PREMISES

It is the responsibility of hirers to ensure that:-

- All hirers are familiar with this Fire Evacuation Plan
- All hirers are familiar with Fire Notices (displayed in all rooms)
- Hirers should be familiar with the fire-fighting equipment available

The following routines must be observed:

### **Any person discovering a fire**

1. **Sound the alarm by operating the nearest fire alarm call point.**
2. **Call 999 for assistance.**
3. **If it is safe to do so, trained staff may attack the fire using the appliances provided.**
4. **Leave the building immediately.**

### **On hearing the fire alarm**

5. **Leave the building AT ONCE using the nearest available exit following the route on the map overleaf**
6. **Leave your belongings in the room.**
7. **Close doors behind you.**

At the assembly point, which is to be agreed upon confirmation of the Hire:

- All visitors to line up in their designated place
- Registers to be quickly, but accurately checked

Please note: It is a requirement of the School that all hirers carry a mobile phone which is in full working order and switched on at all times while on the premises, in case there is a need to contact the emergency services. Setting off the fire alarm will trigger an automatic phone call to the school's Facilities Manager. Fire-fighting apparatus should be kept in its proper place and only used for its intended purpose.

The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher

**Your Fire Assembly Point is**

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