

Compassion – Courage – Hope – Integrity – Justice  
Respect – Responsibility - Wisdom



**Herne Bay Junior School**

# Fire Safety and Emergency Evacuation

**Policy Agreed: Nov 2018**

**Review Date: Nov 2019**

# INTRODUCTION

The main aim in any emergency is to remove all children, staff and visitors from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits. We follow the Fire and Rescue Service's policy: *"Get out, call the Fire Service out, Stay out."* No one is permitted to re-enter the building without express permission of the Fire Service or, in the event of a drill, the Senior Fire Marshal, Headteacher (or nominated member of the leadership team).

## 1. Responsibilities

- Every member of staff is responsible for the children in his/her care and any decision to deviate from the normal fire exit route.
- All staff will acquaint themselves with the location of fire alarm call points. The teacher in charge of the class at the time is responsible for ensuring any support staff, such as Teaching Assistants, are accounted for at the Assembly Point.
- All visitors, supply teachers, work experience students, parents and contractors will sign into the electronic Inventory system in reception and wear a Visitor's badge. Emergency Evacuation procedures for visitors in the event of a fire are displayed in the Reception area (Appendix A) and on the visitors leaflet hand out by reception staff.
- The office staff are responsible for maintaining an "Emergency Grab Box" containing a list of contact details for pupils' parents; whistle; mobile phone (inc. regularly checking battery is charged); plans for the buildings; keys to School Site Manager's hut and keys to relocation destination (Christ Church, William Street, Herne Bay, CT6 6RR, Tel: 01227 366640). ( See Appendix B)
- The Healthcare/First Aid Administrator is responsible for maintaining a "Medical Grab box" containing vital medical packs for individual children (EpiPens, diabetic kits, etc) and a list of pupils with special medical needs. (See Appendix B)
- The Site Manager is responsible for ensuring that a key to the electric gate control box and spare remote fob are kept by the doors to car park.

The Headteacher is responsible for ensuring:

- A fire risk assessment is completed to identify fire hazards; to reduce the risk of those hazards causing harm to as low as reasonably practicable and to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises (In accordance with the Regulatory Reform (Fire Safety) Order 2005, which was made under the Regulatory Reform Act 2001).
- Maintenance of fire extinguishers, fire detection, fire warning and emergency lighting is regularly carried out and recorded in the Fire Safety log book, to comply with the Regulatory Reform (Fire Safety) Order 2005.

## 2. Raising the alarm

- On discovery of a fire, an adult should immediately operate the nearest fire alarm call point box to start the alarm.

## 3. On hearing the alarm the office staff will:

- Dial 999 to alert Fire & Rescue services.
- Telephone Herne Bay Infant school to advise them the alarm has gone off and they should evacuate the Infant School.
- Ensure the front door to the building is unlocked.
- Collect Medical grab box in office.
- Take the class registers, office iPad and emergency grab box to the Assembly Point on the top playground.
- Hand out registers for each class to the class teacher.
- Check presence of any visitors to the school.
- Collect registers in and clearly advise the Senior Fire Marshal and Headteacher of any missing persons.

## 4. Class Teachers with classes in progress will:

- Evacuate rooms quickly; ensuring windows and doors are closed where possible. Assist in the rapid movement of pupils and others in their care, ensuring that appropriate routes to the Assembly Point are taken and good order prevails.
- Once at the Assembly Point the Class Teacher (or in their absence the Teaching Assistant or Supply Teacher taking the class) should collect their class register from office staff.
- Take register quickly asking children to raise hand as well as answering "yes" to their names.
- The Class Teacher (or in their absence the Teaching Assistant or Supply Teacher taking the class) should return their register to office staff with advice either "all present" or notification of who is missing, i.e. names or number of children not present to answer register.
- The Class Teacher should advise office staff of any missing support staff or visitors, where known.
- Report anyone waiting to be evacuated from the designated refuge area on the first floor of the Y6 building, where known.

## 5. Fire Marshal Evacuation (School Hours)

### Site

Manager. To make way to fire panel. All fire marshals to report in as per below. Site Manager/Senior fire marshal to direct Fire Investigation Teams as required. No unauthorised persons to re-enter buildings unless all clear given.

Zone 1. To be swept, open main carpark gates, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep.

Zone 2. To be swept, collect Hi-Viz, then go to small pedestrian gate to front of school, call in via radio to register and report to senior fire marshal information of sweep.

Zone 3. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep.

Zone 4. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep. Make way to car park gates. Open main carpark gates if required

Zone 5. To be swept, collect Hi-Viz and gate key, then report to assembly point to register and radio senior fire marshal information of sweep. Make way to playground gates.

Zone 6. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep. Make way to playground gates.

Zone 7. To be swept, collect Hi-Viz, then go to large pedestrian gate to front of school, call in via radio to register and report to senior fire marshal information of sweep

Zone 8. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep. Make way to front gates.

Zone 9. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep. Make way to carpark gates

Zone 10. To be swept, collect Hi-Viz, then report to assembly point to register and radio senior fire marshal information of sweep.

### Auxiliary fire marshals

Collect Hi-Viz go to centre of playground to relieve other fire marshals of classes/one to one children as required, then report to assembly point and register, report to site manager via radio.

Collect Hi-Viz, Make way to fire panel/assembly point report to register via radio/in person

### Registration Team

To report (via radio) to senior fire marshal, sweep status from fire marshals, registration, information/missing adults or children.

### Hi-Viz jackets located in following areas:

Reception Fire panels.	x10
H&S Office.	x4
Site Managers Workshop	x4
Bay Centre Kitchen	x2

### NOTE

Staff to take radios to assembly point to be distributed to fire marshals as required.

**Only registering staff and fire marshals to use radios during fire alarm.**

### Gates

- Marshals on gate duty are not to allow **anyone** other than emergency services onto site, and are not to allow children or adults to leave site, closure (but not locking) of pedestrian gates to front of school can be used if required. Any children/adults with fire marshals must be reported in to registration.

### **Second Assembly Point.**

- The second fire assembly point is at the sails on the field. Each year groups' position is numbered on the posts. Movement to second fire assembly point (if required) is to be decided and co-ordinated by Health and Safety Manager and the Senior Leadership Team present.
- If necessary, school is to evacuate field via Herne Bay Scouts into Arkley Road. The whole school is to move down towards the scout hut and line up on the field. Staff are to man the front gates of the scout hall and as parents come to pick up children they are marked off the register.
- Fire wardens that are manning the front gates and carpark gates of the school are to stay for as long as it is safe to advise parents that pickup of their children is possible at Arkley Road. If fire wardens need to move due to safety issues they are to make their way to the scout hall and stay in contact via walkie talkies/mobile phone to advise of their status.

### **Fire Investigation Teams**

- A fire investigation team consists of 2 fire marshals stood at the assembly point. They must have a radio to be able to communicate with senior fire marshal. Fire investigation teams to sweep each room as a pair.

### **Missing Children/Adults**

- Missing children/adults must be reported to senior fire marshal with information regarding where they were last seen and where they should have been at the point the fire alarm was activated. Senior fire marshal will advise and send in fire investigation teams to re-sweep the appropriate areas. During this time registration staff to recheck to make sure missing person is not at assembly point or surrounding area, (but not to go near or re-enter buildings). Failure to locate missing person will result in full school re-sweep by fire investigation teams following advice from senior fire marshal.

### **6. The School Site Manager will:**

- Have plans of the site showing layout of rooms, fire escape doors, stairways, location of main electrical supply switch, water shut-off valve/fire hydrant, gas shut-off valves, location of any highly flammable materials, etc. These will be kept in the School Site Manager's office away from the main school site and reception staff Bay Centre staff will have a copy in their grab bags.

### **7. Catering Manager will:**

- Check cooking appliances are turned off, ensure that the kitchen is evacuated and, where possible, that doors and the shutter are closed and proceed to the Assembly Point with all catering staff.
- Report any catering staff missing to the office staff.

### **8. Cleaner in Charge will:**

- Evacuate as quickly as possible and proceed to the Assembly Point.
- Give a verbal report of any missing staff to the Headteacher (or Deputy Headteacher in the absence of the Headteacher).

### **9. Visitors, contractors and work experience students will:**

- Advise office staff at the time of arrival if they are likely to require assistance in the event of an emergency.
- Proceed to the Assembly Point and report to the office staff. If attached to a particular class they should then rejoin their class teacher as soon as their presence has been registered.

### **10. The Headteacher/Senior fire marshal/marshals will:**

- Ensure Assembly Point is safe from falling debris, etc, plan for evacuation in the short term to the school playing field as soon as possible.
- Meet the emergency services on site and give verbal report with special emphasis on any missing persons.
- Make any further decisions as required.
- Authorise re-entry of the building upon confirmation that the fire alarm control panel has been re-set if confirmed to be false alarm.
- Coordinate enquiries from parents, collection of pupils, enquiries from media and, if this proves necessary, relocation to emergency relocation destination.
- Notify the Building Surveyor (Kent County Council).

If on site outside normal school hours when alarm is activated:

- Account for any visitors to the premises, or groups hiring any part of the premises.
- Support School Site Manager with investigation process and calling emergency services.

### **11. Absences**

- The duties of the office staff will be covered by the office staff present at the time of the emergency.
- The Deputy Headteacher or, in their absence, a member of the Leadership Team, will cover in the absence of the Headteacher.

## 12. Dismissal

- AWAIT INSTRUCTIONS FROM THE HEADTEACHER.
- In the event of relocation to the emergency relocation destination no child will be released to the care of either parents or guardians prior to arrival at the location and registers will be marked accordingly.

## 13. Training/Fire Safety

- Basic training on the school's fire safety policy will be provided to all staff and incorporated into the induction programme for new staff.
- Fire alarms will be tested weekly by the School Site Manager ensuring all call points are tested in rotation. Staff will be advised at the beginning and end of the test and any faults should be reported to the School Business Manager.
- An evacuation drill will be undertaken three times per year during the autumn, spring and summer terms.

## 14. Escape routes

- Escape routes and the Fire Assembly Point are shown on the pink Fire Procedure notices displayed in each room or area (Appendix C).

## 15. Responsibility for individuals especially at risk

- Any child or employee considered especially at risk will have a Personal Emergency Evacuation Plan provided by the Health & Safety Assistant or by the Assistant Head Teacher/SENCO Manager in consultation with all parties concerned. Such plans will be copied to all parties concerned and appended as part of this policy.
- No specific provision is made for children with allergies, other than those described in Points 1 and 3 above, as their disabilities are considered unlikely to impede their egress from the building.

## 16. Bomb Alerts

In the event of a bomb scare, the building will be evacuated to the Assembly Point in an orderly manner by word of mouth. The fire alarm system will not be used as the vibrations can detonate some devices. The Headteacher will arrange for further evacuation to the emergency relocation destination (Christ Church, William Street, Herne Bay, CT6 5NR. Tel: 01227 366640) once registers have been taken.

## 17. Outside of normal school hours

### **Fire Marshal Evacuation (After School Hours 3.30pm – 6.00pm)**

Fire Marshals. All fire marshals (except for one Bay Centre fire marshal) to collect radio/s (if possible) and report to main fire panel in reception. Put on Hi-Viz, and move as directed by the senior fire warden to area's needing to be swept. Swept area's to be reported to senior fire marshal. Senior fire marshal to then direct fire marshals to cover gates/other areas as required. Senior fire marshal to direct fire investigation teams as required. No unauthorised persons to re-enter buildings unless all clear given. Site Manager to be called as soon as practicably possible.

Bay Centre. Bay Centre fire marshals to collect Hi-Viz and radio/s, then evacuate children from Bay Centre to fire assembly point. One Bay Centre fire marshal to call register and radio senior fire marshal informing if all children and staff from the Bay Centre are present and to stay at assembly point. Other Bay Centre fire marshal (if present) to make way to main fire panel.

All other remaining staff and children to meet at assembly point as per usual.

### **Hi-Viz jackets located in following areas:**

Reception Fire Panels.	x10
H&S Office.	x4
Site Managers Workshop	x4
Bay Centre Kitchen	x2

### **NOTE**

Staff to take radios to assembly point to be distributed to fire marshals as required.

**Only registering staff and fire marshals to use radios during fire alarm.**

### **Gates**

Marshals on gate duty are not to allow **anyone** other than emergency services onto site, and are not to allow children or adults to leave site, closure (but not locking) of pedestrian gates to front of school can be used if required. Any children/adults with fire marshals must be reported in to registration.

### **Second Assembly Point**

The second fire assembly point is at the sails on the field. Each year groups' position is numbered on the posts. Movement to second fire assembly point (if required) is to be decided and co-ordinated by fire marshal and available members of staff. If necessary, school is to evacuate field via Herne Bay Scouts into Arkley Road. Children can be collected by parents/guardians/responsible persons from Scout hall and removed from register as applicable. Fire marshals on gate duty to stay in place and advise parents/guardians/responsible persons of collection point in Arkley Road.

### **Fire Investigation Teams**

A fire investigation team consists of 2 fire marshals stood at the assembly point. They must have a radio to be able to communicate with senior fire warden. Fire investigation teams to sweep each room as a pair.

### **Missing Children/Adults**

Missing children/adults must be reported to senior fire warden with information regarding where they were last seen and where they should have been at the point the fire alarm was activated. Senior fire warden will advise and send in fire investigation teams to re-sweep the appropriate areas. During this time registration staff to recheck to make sure missing person is not at assembly point or surrounding area, (but not to go near or re-enter buildings). Failure to locate missing person will result in full school re-sweep by fire investigation teams following advice from senior fire warden.

### **Fire Marshal Evacuation (Pre School Hours 7.00am – 9.00am)**

- Senior Fire Marshal. To make way to the main fire panel. All fire marshals to report in as per below. Site Manager/senior fire marshal to direct fire investigation teams as required. No unauthorised persons to re-enter buildings unless the all clear is given.
- Bay Centre. Bay Centre fire marshals to collect Hi-Viz and radio/s, then evacuate children from Bay Centre to fire assembly point. One Bay Centre fire marshal to call register and radio senior fire marshal informing if all children and staff from the Bay Centre are present. One Bay Centre fire marshal to stay at assembly point. Other Bay Centre fire marshal (if present) to make way to main fire panel.
- Fire Marshals. Any other fire marshals on site to report in to senior fire marshal at main fire panel, collect Hi-Viz, and to be directed to area's to sweep. Swept area's to be reported to senior fire marshal. Senior fire marshal to then direct fire marshals to cover gates/other areas as required.

All other remaining staff and children to meet at assembly point as per usual.

### **Hi-Viz jackets located in following areas:**

Reception Fire panels.	x10
H&S Office.	x4
Site Managers Workshop	x4
Bay Centre Kitchen	x2

### **NOTE**

Staff to take radios to assembly point to be distributed to fire marshals as required.

**Only registering staff and fire marshals to use radios during fire alarm.**

### **Gates**

Marshals on gate duty are not to allow **anyone** other than emergency services onto site, and are not to allow children or adults to leave site, closure (but not locking) of pedestrian gates to front of school can be used if required. Any children/adults with fire marshals must be reported in to registration.

### **Second Assembly Point**

The second fire assembly point is at the sails on the field. Each year groups' position is numbered on the posts. Movement to second fire assembly point (if required) is to be decided and co-ordinated by fire marshal and available members of staff. If necessary, school is to evacuate field via Herne Bay Scouts into Arkley Road. Children can be collected by parents/guardians/responsible persons from Scout hall and removed from register as applicable. Fire marshals on gate duty to stay in place and advise parents/guardians/responsible persons of collection point in Arkley Road.

### **Fire Investigation Teams**

A fire investigation team consists of 2 fire marshals stood at the assembly point. They must have a radio to be able to communicate with senior fire marshal. Fire investigation teams to sweep each room as a pair.

### **Missing Children/Adults**

Missing children/adults must be reported to senior fire marshal with information regarding where they were last seen and where they should have been at the point the fire alarm was activated. Senior fire marshal will advise and send in fire investigation teams to re-sweep the appropriate areas. During this time staff to recheck to make sure missing person is not at assembly point or surrounding area, (but not to go near or re-enter buildings). Failure to locate missing person will result in full school re-sweep by fire investigation teams following advice from senior fire marshal

Holiday clubs run by staff – The teacher concerned will keep a register of all children present at the club. On hearing the alarm the staff member will coordinate evacuation to the Assembly Point and take a roll call of children present. In the absence of the Headteacher and/or Office Staff the staff member will have responsibility for ensuring Fire Services are called and coordinating relocation/collection of children as necessary.

### **18. Refuge point**

Any disabled persons on the 1<sup>st</sup> floor of the 2007 building should be accompanied to the Refuge Point and assisted from the building. The Refuge Point Intercom will be checked by fire marshal.

### **19. Use of New Hall for assemblies or public events**

The main external entrance to the New Hall must be unlocked when the hall is used for assemblies or public events in order to provide a sufficient number of fire exits. If the curtains are drawn closed for the event then “marshals” must be appointed to draw the curtains open in the event that the fire alarm is sounded.

### **20. Hall Bookings**

- A copy of the Emergency Evacuation Procedures – Hall Bookings (Appendix D) will be sent with confirmation of booking for any outside agency hiring any part of the premises.
- A risk assessment must be carried out by the person wishing to use the establishment on the activities they intend to carry out during the letting.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, and identify the Assembly Point.
- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than four years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The adult in charge of the event is responsible for ensuring that all present are briefed on the emergency evacuation procedures including location of the Assembly Point (the top playground next to the field, with further evacuation to the field, if necessary)
- The adult in charge of the event will ensure that the emergency exits are kept clear and are not blocked by any equipment brought in for their event.
- If the HBS hall is to be used for a large number of people the adult in charge must ensure that the main entrance to the hall is unlocked in order to provide a sufficient number of fire exits.
- If the curtains in the HBS Hall are to be closed for the event then “marshals” must be appointed to draw the curtains open in the event that the fire alarm is sounded.
- On discovery of a fire the nearest fire alarm call point box should be operated to start the alarm.
- On hearing the alarm the adult in charge of the event will coordinate evacuation to the Assembly Point, call the emergency services and notify the School Site Manager or Headteacher of the situation.
- The adult in charge of the event will be responsible for ensuring that all present are accounted for; give a verbal report to the Fire Services with special emphasis on any missing persons and cooperate as necessary with the emergency services.
- The adult in charge of the event will ensure no one re-enters the building without express permission of the Fire Service.

**21. Important Notes (on hearing the alarm):**

- Staff, pupils and visitors should not stop to collect bags/coats/personal belongings etc., nor return to rooms for any such item.
- Doors should not be locked (unless fitted with locking mechanism that allows the door to be opened from inside the room, e.g. fire exit doors)
- Where possible, doors and windows should be closed in order to reduce the spread of fire.
- UNDER NO CIRCUMSTANCES GIVE PERMISSION TO ANY PERSON TO LEAVE THE ASSEMBLY POINT.

# HERNE BAY JUNIOR SCHOOL - POLICY FOR FIRE and EMERGENCY EVACUATION

- Appendix A -



Herne Bay Junior School

To be displayed in the Reception Area

Date: Nov 2018

## VISITORS TO HERNE BAY JUNIOR SCHOOL

The main aim in any emergency is to remove all children, staff and visitors from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits. We follow the Fire and Rescue Service's policy: *"Get out, call the Fire Service out, Stay out."* No one is permitted to re-enter the building without express permission of the Fire Service or, in the event of a drill, the Headteacher (or nominated deputy).

### On arrival at the premises visitors should:

- It is the duty of all visitors to sign into the electronic Inventory Visitors' System in reception and wear a Visitor's badge.
- Advise office staff if they are likely to require assistance with evacuating the building in an emergency.
- Familiarise themselves with the fire alarm call points and fire exits in the area they are visiting.
- Read the visitor information leaflet

### Raising the alarm

- On discovery of a fire, an adult will break the glass in the nearest fire alarm call point box to start the alarm.
- The alarm system should not be used in the case of a bomb alert or receipt of a suspicious package as the vibrations can detonate some devices. In such cases evacuation will be by word of mouth.

### On hearing the alarm visitors will:

- Leave the premises by the nearest exit and **proceed to the Assembly Point on the school playground**. All visitors and volunteers should then report to the office staff. If attached to a particular class they should then rejoin their class teacher as soon as their presence has been registered.

# FIRE ALARM & EMERGENCY EVACUATION PROCEDURES FOR OFFICE STAFF



- Appendix B -

Date: Nov 2018

Herne Bay Junior School

## Responsibilities:

- All visitors, work experience students, parents and contractors will sign into the Electronic Inventory Visitors' system in reception and wear a Visitor's badge. Emergency Evacuation Advice is displayed for visitors in the event of a fire in the Reception Area.
- The office staff are responsible for maintaining an "Emergency Grab Box" containing a list of contact details for pupils' parents; whistle; mobile phone (inc. regularly checking battery is charged); plans for the buildings; keys to the School Site Manager's hut and keys to relocation destination (Christ Church, William Street, Herne Bay, CT6 6RR, Tel: 01227 366640), and for ensuring the Office iPad is fully charged.
- The Healthcare/First Aid Assistant is responsible for maintaining a "Medical Grab box" containing individual child medical packs (EpiPens, diabetic kits, etc) and a list of pupils with special medical needs.

## On hearing the alarm:

- Dial 999 to alert Fire & Rescue services.
- Telephone Herne Bay Infant school to advise them the alarm has gone off and they should evacuate the Infant School.
- Ensure the front door to the building is unlocked.
- Collect Medical grab box from the office.
- Take the class registers, office iPad and Emergency Grab Box to the Assembly Point on the top playground.
- Hand out registers for each class to the person appointed by the class teacher for this purpose.
- Check presence of any visitors to the school.
- Collect registers in and clearly advise the Headteacher of any missing persons.

## CAFSS team:

- The Behaviour Assistant, or another member of the LAFs team, will proceed to the front forecourt to supervise any children or adults approaching the school and help with directing the emergency services.

## Fire Marshals

- Will check fire alarm control panel, meet emergency services and ensure the electric gates to the car park are open.

## Bomb Alerts:

In the event of a bomb scare, the building will be evacuated to the Assembly Point in an orderly manner by word of. The fire alarm system will not be used as the vibrations can detonate some devices. The Headteacher will arrange for further evacuation to the emergency relocation destination (Christ Church, William Street, Herne Bay, CT6 6RR, Tel: 01227 366640) once registers have been taken.

# HERNE BAY JUNIOR SCHOOL - POLICY FOR FIRE and EMERGENCY EVACUATION

Date: Nov 2018

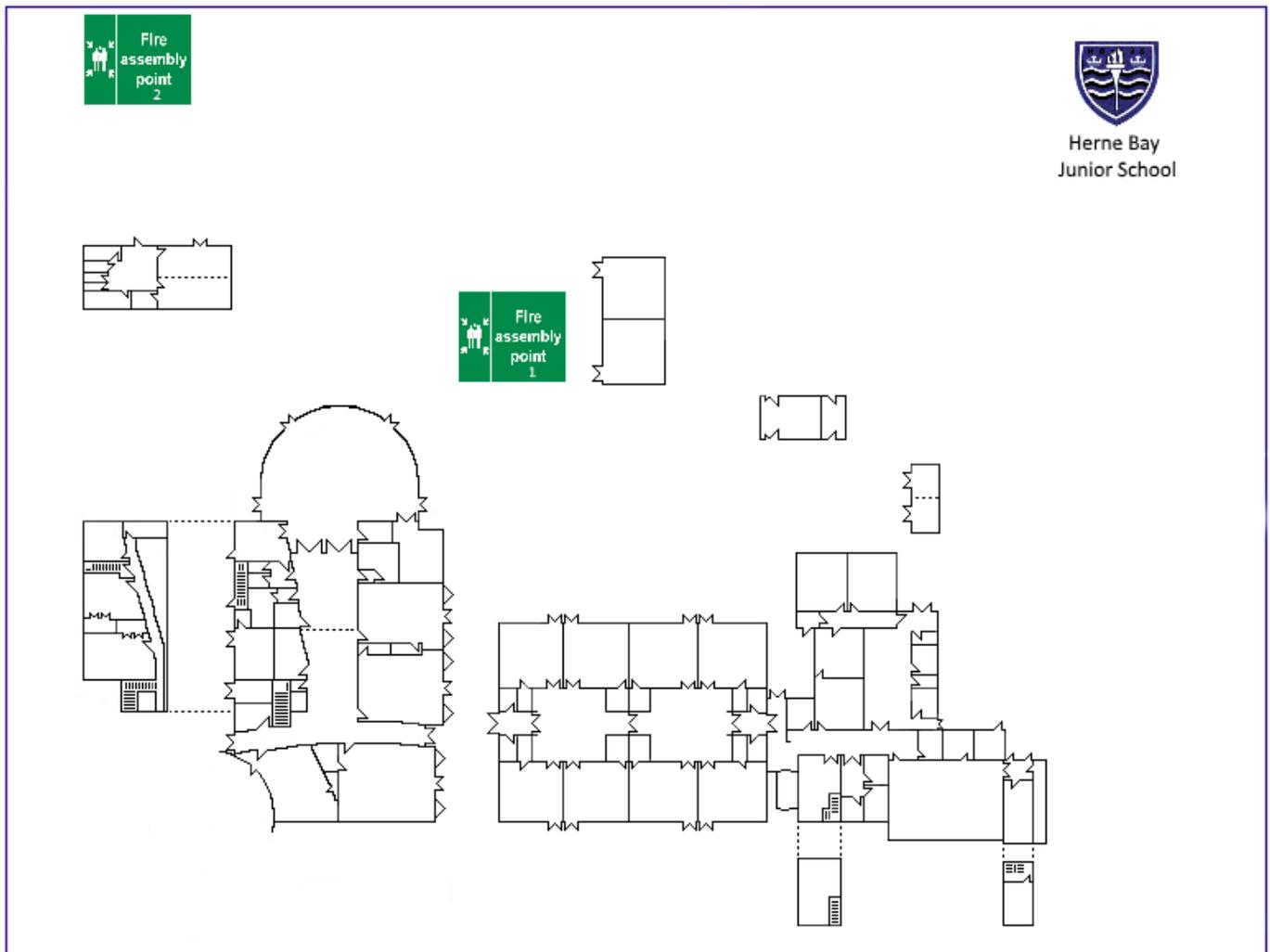


Herne Bay Junior School

## Fire Procedures

In the event of a fire (or Fire Drill), pupils and support staff must line up in their designated area in the playground with their class teacher, see plan below.

- Visitors and contractors should leave the premises by the nearest exit, proceed to the Assembly Point and report to the office staff. If attached to a particular class they should then rejoin their class teacher as soon as their presence has been registered.
- On hearing the alarm teachers and teaching assistants should evacuate rooms quickly; ensuring windows and doors are closed where possible. Assist in the rapid movement of pupils and others in their care, ensuring that appropriate routes to the Assembly Point are taken and good order prevails.
- All children should join their class teachers at the Assembly Point and line up (in alphabetical order if circumstances allow) in the designated place in the top playground.
  - a. Once at the Assembly Point the class teacher should collect the class register from office staff.
  - b. The class teacher should take the register quickly asking children to raise their hand as well as answering "yes" to their names.
  - c. The class teacher should then return their register to office staff with advice either "all present" or notification of who is missing (including any teaching assistants or other known visitors working in their class).



# POLICY FOR FIRE and EMERGENCY EVACUATION

– Appendix D –



Herne Bay Junior School

Date: Sept 2015

## Emergency Evacuation Procedures - Hall Bookings

(A copy of these Emergency Evacuation Procedures will be sent with confirmation of booking for any outside agency hiring any part of the premises.)

- The adult in charge of the event is responsible for ensuring that all present are briefed on the location of nearest fire exits and Assembly Point together with the emergency evacuation procedures for their event. The Assembly point is the top playground next to the field, with further evacuation to the field, if necessary.
- The adult in charge of the event will ensure that the emergency exits are kept clear and are not blocked by any equipment brought in for their event.
- If the hall is to be used for a large number of people the adult in charge must ensure that the main entrance to the hall is unlocked in order to provide a sufficient number of fire exits.
- If the curtains are to be closed for the event then “marshals” must be appointed to draw the curtains open in the event that the fire alarm is sounded.
- On discovery of a fire the nearest fire alarm call point box should be operated to start the alarm.
- On hearing the alarm the adult in charge of the event will coordinate evacuation to the Assembly Point and call the emergency services.
- A risk assessment must be carried out by the person wishing to use the establishment on the activities they intend to carry out during the letting.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedures, including calling the Fire Service if a fire is suspected or has been seen, and identify the Assembly Point.
- All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than four years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The adult in charge of the event is responsible for ensuring that all present are briefed on the emergency evacuation procedures including location of the Assembly Point.
- On hearing the alarm the adult in charge of the event will coordinate evacuation to the Assembly Point; call the emergency services and notify the School Premises Manager (or in their absence the Headteacher) of the situation.
- The adult in charge of the event will be responsible for ensuring that all present are accounted for; give a verbal report to the Fire Services with special emphasis on any missing persons and cooperate as necessary with the Emergency Services.
- Ensure no one re-enters the building without express permission of the Fire Services.