



FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES FOR LETTINGS

- To prevent fire
- To ensure that an alarm is raised quickly
- To deal with an evacuation of the premises
- To ensure that the Emergency Services are called to all incidents with the least possible delay.

Prevention of fire

In order to prevent fire, common sense attitudes to fire risk are required. Common causes of fire are often the misuse of electrical equipment and the lack of adequate precautions when using naked flames.

- A safety check when using electrical appliances and naked flames must be part of an operating routine (advance permission to use any form of naked flame should be sought from the school at the time of booking).
- Always turn off gas and electrical appliances after use. Keep fire doors closed. Please note:
 - The fire doors in the corridors have been fitted with magnetic restraints which release them into the closed position when the alarm is triggered.
 - All fire doors are clearly marked and include some classroom doors.

Fire Procedures

It is the responsibility of the hirer to ensure the following instructions are brought to the **attention of everyone using these premises in connection with your function**. The fire precautions and drill must be adhered to by all persons using any area of the School.

The hirer must nominate one person to act as Evacuation Warden for any room(s) being used.

Assembly area is: **Large Playground/School Field – whichever is closest and doesn't require you walking unnecessarily through the school buildings.**

The First priority is to evacuate the building. Do not use firefighting equipment unless you have received training to do so.

If you discover a fire

- Immediately you discover a fire, or one is reported to you, you should sound the alarm using the nearest fire alarm call point
- Alert the emergency services by dialling 999 and requesting the fire service. The message when asked by the operator is:



Appendix E

“Fire at St Martin’s C of E Schools, Ashley Road/Worple Road, Epsom”
any questions the operator asks should be answered as far as possible. Do not ring off until the operator acknowledges that the call is logged.

- Assist in the orderly evacuation of the building.
- Meet the Fire Brigade on arrival and report location of fire and evacuation situation (i.e. any unaccounted persons from role).

Emergency Evacuation of the Building

On hearing the Fire Alarm (a very long continuous bell)

- Close all doors and windows.
- Ensure any appliances in use are switched off.
- Leave the building, using the nearest available emergency exit and report to the assembly point.
- Do not delay to collect personal belongings.
- Do not re-enter the building until advised by the Fire Crew that it is safe to do so
- Any missing persons will be identified by person representing hirer and the fire crew notified.

FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES

As a Hirer of the premises at St Martin’s Schools I agree that I have read and understood the emergency procedures and will ensure that a responsible person representing the hirer will:

- be familiar with the layout of the building escape routes, fire alarms, firefighting equipment, and the arrangements for emergency assembly area.
- note the recommendation to keep a personal mobile telephone to hand.
- ensure that an accurate list of those present is available as a roll call in case of fire.
- ensure escape routes are unlocked and unobstructed internally and externally and that all doors are easily and immediately operable from the inside.
- ensure the maximum permitted number to be admitted is not exceeded.
- explain the emergency procedures to all users of premises in connection with letting.
- raise the alarm if fire is suspected **and call the Emergency Services**
- contact the estates team.