



# Emergency Procedures for Lettings

## Broadmayne First School

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## Responsibilities for those letting the premises

- All equipment brought onto the premises must be tested and maintained correctly
- The school must be informed of any increased fire risk resulting from any activities undertaken whilst the premises are being let
- You are responsible for ensuring you are familiar with:
  - The position of all call points
  - The location of all emergency exits
  - The location and the safe use of fire safety equipment-if in doubt, do not use

### EMERGENCY PROCEDURES FOR THOSE LETTING THE PREMISES

#### FIRE EVACUATION

##### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Any person discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm *using the nearest available break glass call point.*
- The person discovering the fire is responsible for ensuring the emergency services are called immediately - dial 999
- All those letting the premises should be aware of the location of call points

#### FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Those letting the premises may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.  
*NB. Those letting the premises need to ensure they are aware of the type and location of portable fire fighting equipment and have received basic instruction in its correct use.*



## ON HEARING THE FIRE ALARM:

- All occupants of building must respond to alarm activations
- The fire alarm is a *continuous high pitched siren*
- Those letting the premises will supervise the evacuation of visitors to the designated assembly point- the astroturf at the top of the field
- Users of the premises must leave the building at the nearest available exit
- Those letting the premises are responsible for dialling 999 and informing the fire brigade
- Once safely out of the building, the headteacher or the Support Services Manager should be immediately contacted

*The main assembly point is the astroturf at the top of the school field.*

### A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- Those letting the premises are responsible for keeping a register and checking that register once site users are assembled outside
- The building must not be re-entered until hirers are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.

## GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

### Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible adult should be nominated to escort those who need assistance from the building.

### Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helper's arm and follow them.

### Hearing disability



People with a hearing disability should be escorted out of the building by a responsible adult.

## GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / System Support Manager of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

## CHEMICAL SPILLS

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If the spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.