

Emergency Operating Procedures Form

Checklist for persons hiring the school premises.

Name of Hirer of School Premises: _____

Date(s) or Hire: _____

The fire safety procedure:

Procedure	Hirer Made Aware (Y / N)
The hirer is aware of the location of the fire alarm call point and knows how it operates.	
The hirer knows the location of the fire alarm call point and the way it operates.	
The hirer understands that the first action on discovering a fire is to raise the alarm even if the fire is small.	
The hirer is aware of the type of the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.	
The hirer is aware of the escape routes and alternative escape routes that the hirer is likely to need to use including the operation of any push bars or exit fittings.	
The hirer is aware of the location of the fire extinguishers and knows that they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.	
The hirer is aware of how to contact the fire brigade and is able to give clear instructions of the location of the school (whether or not an automatic call is made) and where the nearest telephone point can.	

Signed by Premises Staff / Lettings Supervisor:

Signed by Hirer of School Premises:

Date: