

## Guidance on Fire Alarm Procedures

When hiring a venue from a school or any other provider, it is essential that there are specific guidelines in the event of a Fire or other emergency. Clearly designated roles must be in place to avoid any confusion or misunderstanding should it prove necessary to evacuate the building.

If you are providing a service / activity and are hiring a venue to allow you to do so:

- Ensure you are aware of what the fire alarm sounds like should it be set off.
- Assign a person to take charge of those you are working with should you have to evacuate and maintain a register to account for everyone once outside the building.
- Assign a person to liaise with a specific on site staff member to gather information about what is happening and when you'll be allowed back inside the building.
- Ensure the exact procedure for a fire alarm is disseminated to those you are working with so they understand exactly what will happen and what is expected of them if the alarm does sound.
- Point out the location of the Emergency Exit doors and where to congregate should an alarm sound.

If you work at a location or venue that is hired out for the use by the general public:

- Ensure you are aware of the exact procedure should a fire alarm sound.
- Clarify your role in such an event if you deal with those who have hired space.
- Ensure you pass on the required information to those hiring the venue.
- Be aware of the location of the emergency exit doors, fire extinguishers and alarms.
- Be aware of who to contact in emergencies or false alarms.