

## **LETTING HANDBOOK APPENDIX 7**

### **EMERGENCY PLAN - GUIDANCE FOR HIRERS AND USERS**

As a hirer you are responsible for the event or class (or other purpose for which you are hiring) and you have legal duties with regards to the safety of those persons assisting or attending the event or class (or other purpose for which you are hiring).

#### **Before your hired period you should be aware of:**

- What fire protection systems are present
- How a fire will be detected
- How people will be warned of there is a fire
- What the hirer and users should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety
- Arrangements for fighting a fire
- Specific arrangements if necessary for high risk fire areas
- How the fire and rescue services will be called
- Procedures for meeting the fire and rescue services on their arrival and notifying them of any special risks e.g. the location of highly flammable materials
- What instruction you and your users need and make arrangements for ensuring that training is given
- Limitation of the numbers of people
- Exit doors that are required to be in the open position and secure
- Checking that all escape routes are clear of obstructions and combustibles

#### **Before the hired period the hirer should decide**

- The arrangements for fighting a fire
- The arrangements for means of escape for disabled people
- The duties and identity of hirers or users who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk
- How you will proceed if life safety systems are out of order
- Who will be responsible for calling the fire and rescue service on their arrival and any other necessary services
- Who will meet the fire and rescue service on their arrival and notifying them of special risks
- Your plans to deal with people once they have left the premises, especially children

#### **At the start of the hired session the hirer should notify all the users about**

- The smoking policy
- Who is supervising the session
- Location of exits and escape routes
- Of the fire procedure that the hirer has developed for their hire
- Taking only valuables immediately to hand but not to go to collect other belongings
- The location of muster points and

- What will happen after that (e.g. re-entry to the building)

**During the hire period the hirer should ensure that**

- Escape routes and exits do not become blocked
- The non smoking policy is adhered to
- No naked flames are started
- Rooms do not become overcrowded (and do not exceed the maximum number)  
Noise