



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

# 12b. Fire and Emergency Instructions for Hirers

<b>Policy Owner</b>  Bursar	<b>Associated documents</b>  	<b>Legal Framework</b>  
<b>Review by</b>  F&GP	<b>Review frequency</b>  Bi-Annually	<b>Next Reviewed date</b>  January 2027



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**FIRE AND EMERGENCY INSTRUCTION FOR HIRERS**

1. In the event of a Fire or Emergency, it is necessary that the College has an action plan for the safe evacuation of the College premises, and a method of accounting for all persons on site including pupils, staff, visitors, those who have hired parts of the premises and contractors. The Bursar as the Fire Safety Officer has responsibility for supervising any evacuation in working hours, this responsibility passing to the Estates Team out of working hours and in their absence the person in charge of any activity taking place.
2. The hirer or contractor-in-charge has the following responsibilities:
  - 2.1 To receive a briefing from the Bursar or his representative on the fire safety arrangements for the activity concerned.
  - 2.2 To prepare a fire risk assessment applicable to the activity.
  - 2.3 To prepare fire safety procedures appropriate to the activity, including a means of accounting for those present during an evacuation.
  - 2.4 To prepare any Personal Emergency Egress Plans (PEEP) required.
  - 2.5 To brief all involved in the activity on action in the event of a fire or the sounding of the fire alarm. If the activity is an event involving the assembly of more than 30 persons within one space, such as an audience attending a concert, a fire safety brief is to be given prior to the start of the event.
3. If you discover a fire or emergency situation, it is important to spread the word urgently, but calmly. Shout FIRE or EMERGENCY until you have set off the alarm by breaking the glass of one of the red boxes on the walls of the College. The whereabouts of the nearest call point is detailed in most rooms. This will sound the alarms throughout the College. The alarm may also sound automatically, as a result of the automatic detectors installed throughout the College. The equipment will also automatically inform the Fire Brigade.
4. Vacate the building by the nearest safe escape route and assemble on the Athletics Field as shown on the plan below. This is the single official assembly point for the entire site, and is automatically illuminated during an emergency evacuation. Hirers/contractors should assemble in separate groups in the vicinity of the area designated for 'staff and visitors'. If it is safe to do so, make sure that any electrical power point switches and light switches are switched off, and close any doors and windows, since this will delay the spread of fire. Those responsible for leading children across the front of the Senior School building and Broad Oak House should be reminded of the need to be aware of vehicles entering the front gate.
5. On arrival at the assembly point hirers/contractors are to account for all personnel for whom they are responsible. During working hours they should report to the Bursar, or senior member of College staff present. Out of working hours, they should contact one of the following, starting with the contact person named at the start of the hiring:

Alarm Response	0870 770 0825/07852 186831	Call
Fire Systems	07917 300080	
Site Supervisor (Duty Phone)	07719 107114	
Estates Bursar	07548 227782	



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6. No-one is to re-enter the building until authorised to do so by the senior member of College staff present, one of the individuals listed above, or in their absence by the Fire Brigade.
7. The location of the assembly point is as follows:

