

SHERIFF HUTTON VILLAGE HALL
FIRE INSTRUCTIONS 2020
FOR THE NOMINATED RESPONSIBLE PERSON

The *Nominated Responsible Person* **MUST:-**

1. Be aware of:-
 - the location of **FIRE ALARM POINTS**
 - location of the **FIRE EXITS**
 - the **FIRE EQUIPMENT** provided and its purpose
2. Have access to a charged mobile phone as there is no landline at the Village Hall.
3. At the event for which Sheriff Hutton Village Hall has been hired the Nominated Responsible Person should:-
 - know the number of people in attendance at seated events. (At events where people are continually entering or leaving, eg Jumble Sales, this will not be possible.)
 - at a seated event, demonstrate the evacuation procedures at the commencement of the event. Should evacuation be required, the muster point is on the adjacent playing field (not the children's play area).
 - ensure that exits, stairways and aisles are kept clear at all times
 - electrical cables for portable equipment (e.g. projection equipment) must not be allowed to trail across fire exits
 - do not cover 'break glass' fire alarm points

And, in the event of FIRE, will

 - sound the alarm by breaking the glass on one of the alarm points
 - evacuate the hall using all available exits **and muster in the car park**
 - dial 999, ask for the Fire Brigade and say that there is a fire at Sheriff Hutton Village Hall, York Road Sheriff Hutton YO60 6RA
 - without endangering themselves, check that the building is empty and close all doors
 - although Fire Extinguishers are provided it is recommended that all people protect themselves by leaving the building and letting the Fire Service deal with the fire
4. All electrical equipment that is brought into the Hall, e.g. Discos, music amplifiers, or anything that is plugged into the electric supply should have an up to date portable appliance (PAT) test.
5. The diagram attached shows the floor plan of the hall, the location of the Fire Exits and the location of the Fire Alarm points. (it is not to scale)
6. **The fire alarm is tested on a regular basis. We do our best that this will not disrupt hirers. If a test is scheduled during your hire, you will be notified.**