

Sheriff Hutton Village Hall

Fire Instructions

1. For each hire, a responsible person must be nominated to ensure compliance with these instructions.
 - They must know the location of **FIRE ALARM POINTS**. There is a diagram of their location by the entrance door.
 - They must know the location of the **FIRE EXITS**.
 - They must know where the **FIRE EQUIPMENT** is and its purpose.
 - They must know the location of the **MUSTER POINT**.
2. They should have access to a charged mobile phone. (There is no landline at the village hall).
3. At the event for which Sheriff Hutton Village Hall has been hired, the responsible person should:
 - Know the number of people in attendance at seated events. (At events where people are continually entering or leaving e.g. 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.
 - Ensure electrical cables for portable equipment (music equipment etc.) do not trail across fire exits.
 - Ensure fire equipment and 'break glass' fire alarm points are not covered with anything.

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 occupants in the car park.
 - **Dial 999**, ask for the Fire Service 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.
 - **Ensure everyone protects themselves by leaving the building**. The use of fire extinguishers is not obligatory – the fire can be left for the Fire Service.
4. In addition, they should also check electrical equipment that is brought into the hall, e.g. Discos, music amplifiers, or anything that is plugged into the electric supply has an up to date portable appliance (PAT) test.
5. The fire alarm is tested on a regular basis. The village hall do their best to ensure this does not disrupt hirers. If a test is scheduled during your hire, you will be notified.

Issued by Sheriff Hutton Village Hall Committee – September 2023.