Denbury 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 the FIRE EXITS.
    - They must know where the FIRE EQUIPMENT is and its purpose.
    - They must know the location of the MUSTER POINT which is **Denbury Primary School** along West Street.
2. They should have access to a charged mobile phone. (There is no landline at the village hall).
3. At the event for which Denbury 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 outside **Denbury Primary School** along West Street.
    - 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 is not covered with anything.

    And, in the event of FIRE, will

    - Sound the alarm by shouting FIRE FIRE FIRE.
    - Evacuate the hall using all available exits and muster occupants outside **Denbury Primary School** along West Stree.
    - Dial 999, ask for the Fire Service and say that there is a fire at Denbury Village Hall, Denbury, TQ12 6DS.
    - 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 Denbury Village Hall Committee – March 2026.