



2023

# Fire Safety Procedural Document



Village Hall Committee

Polruan Village Hall

1/2/2023

# Polruan Village Hall

Registered Charity: **282085**



## Fire Safety Procedural Document

Thank you for choosing to hire Polruan Village Hall for your event.

### General Fire Information

For your own safety PLEASE READ these instructions carefully and make sure you know your way from any part of the building to the nearest available marked exit.

#### On discovery of/or suspicion of a fire:

- Raise alarm by shouting "Fire" and press the manual fire alarm in the main hall.
- Telephone 999 and ask for the Fire Brigade.
- Nearest telephone is in any nearby house or use a mobile phone.
- Public telephones are situated at the bottom and top of Fore Street.
- Advise the Fire Brigade that there is a fire at:

#### The Village Hall

School Lane

Polruan

PL 23 1QA

- Tackle the fire using the correct appliance, only if this can be done without putting yourself or anyone else at risk.

#### On Hearing The Alarm:

- Leave the building through the nearest available marked exit.
- Do not stop to collect personal belongings or other items.
- Report to the Assembly Point – on the road outside the Hall.
- Keep close to the wall of the Bound – to avoid getting in the way of Emergency vehicles.
- **Do not re-enter the Hall.**

Please contact the Bookings Secretary for further information if required.

Tel: 01726 870953

Email: [kathrynehill39@gmail.com](mailto:kathrynehill39@gmail.com)

Post: Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH

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Booking Enquires:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH



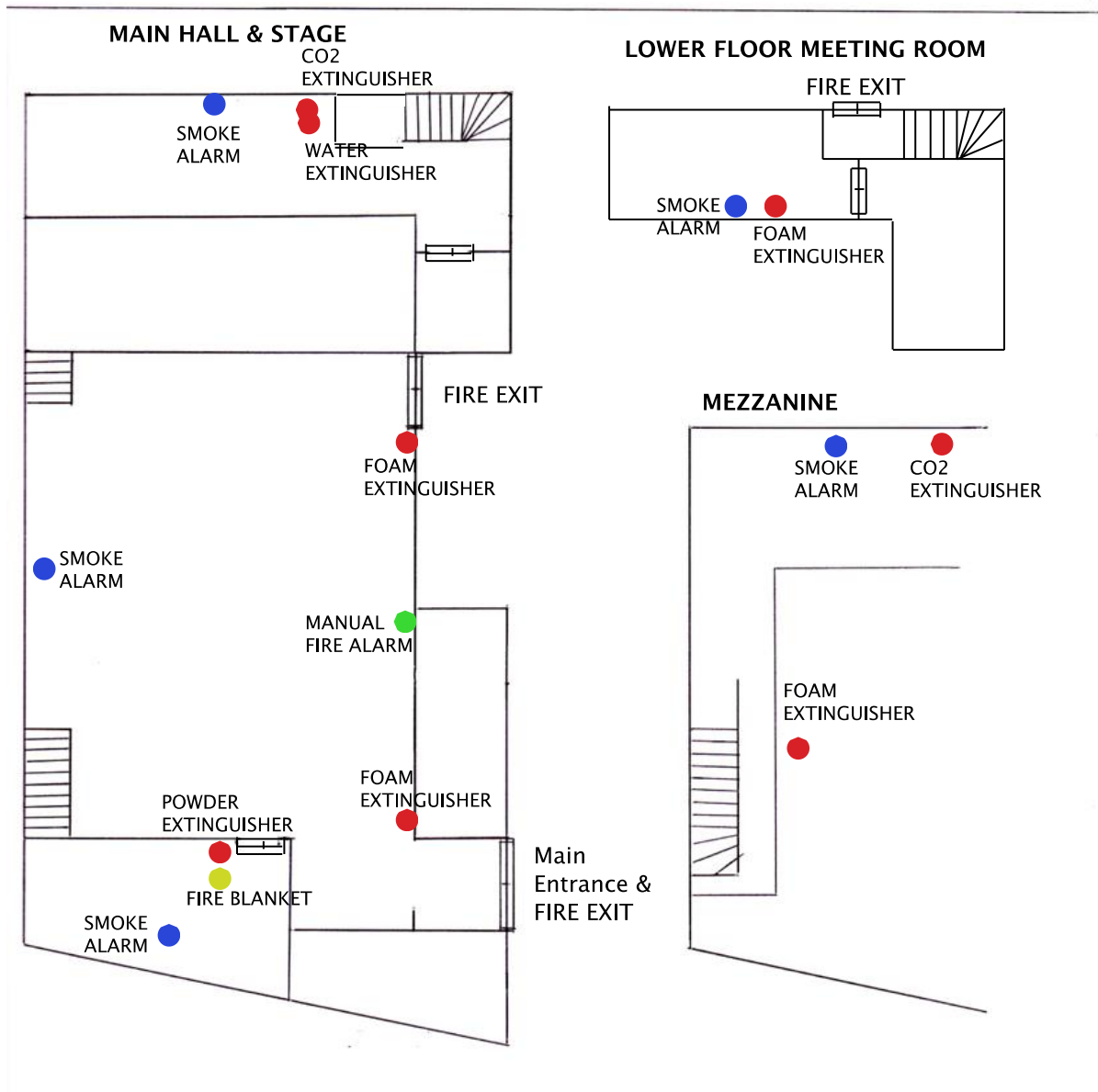
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## Fire Safety - Village Hall Floorplan

### Location of Fire Extinguishers, Fire Blankets, Smoke and Fire Alarms, Manual Alarm and Emergency Exits



Details of Committee Members are on the Notice Boards.

We hope you have a very happy time at our Hall

Booking Enquires:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH

