

City of Sheffield  
Fire Department  
Head Quarters  
Rockingham Street  
1<sup>st</sup> February 1908

*Rules and Regulations to be observed by Firemen on duty at the Theatres*

- 1 *The parade will be ordered daily in time to allow each Fireman to commence duty one hour before the performance commences.*
- 2 *The Senior Officer in the Station at the time will parade the men and if necessary correct any negligence in attire, want of cleanliness or neatness and make an entry in the book (duty) of the time of each man leaving the Station.*
- 3 *Firemen in uniform when going to and from a Theatre or any other duty are not allowed to smoke in the Streets.*
- 4 *Immediately on arrival at the Theatre he will report by telephone to the Chief Station, and any Fireman loitering will be call upon for an explanation.*
- 5 *He will at once proceed to examine the whole building and see that all the doors are free from obstruction and in working order, he will be the competent person mentioned in section (19) and immediately after the inspection will record the same in the log book which will be kept at each Theatre, any usual occurrence or visit of any Officer of the Fire Department, Police or any member of the Stage Plays Committee or Watch Committee of the city council will also be entered.*
- 6 *On completion of his tour of inspection and before the commencement of the performance he will take duty on the stage and will not on any account other than urgent necessity, when a report of the same must be made, visit the auditorium or leave the building except to see that the requirements, paragraphs 7 and 8 are properly observed.*
- 7 *He will lay out the hose pipes with branches properly connected and see that all scenery and other properties are kept clear of them.*
- 8 *He will see that the emergency doors and all other exits are used at the close of each performance.*
- 9 *He will not converse with persons other than is absolutely necessary, and his deportment should be of an Officer like character and such only as will reflect credit on the department.*
- 10 *Should a fire break out he will at once act as necessary always sending a man immediately to telephone the call to the Fire Station.*
- 11 *Visiting the "Theatre Bars" on any pretence whatever "Public Houses" either going to or returning from duty will meet with dismissal.*
- 12 *After the performance is over he will thoroughly inspect the premises and ring up to the Chief Station when leaving reporting all correct or otherwise.*

- 13 *The sections of the rules and regulations made by the Stage Plays Committee which affect firemen are given below and the man on duty must see the instructions are properly carried out.*
- 14 *It is suggested that the management of each Theatre form the permanent members of his staff into a Theatre Fire Brigade who would act under the orders of the city fireman for the time being in charge and the Theatre Fire Brigade should be inspected from time to time by the Chief Officer of the City Fire Brigade.*

(Signed) Chas. T Scott  
Chief Constable

*Extracts from the rules and regulations made by the Stage Plays Committee of the Town Council on the 29<sup>th</sup> February 1892*

- Licensing Pursuant to the provisions of the status in that behalf with regard to Theatres within the said borough and adopted by the Town Council on the 9<sup>th</sup> March 1892.*
- Section 5 That every Theatre will be closed to the public not later than half past eleven o'clock every night during the week.*
- Section 15 That all gas taps shall be guarded and where possible out of the reach of the public in the passages, stair cases and other parts of the Theatre to which the public are admitted. That all moveable and occasional lights be protected in the same manner and be under the charge of responsible for light watching, and extinguishing them. That the service of lights for the auditorium and entrance or exit passages be separate from the stage. That natural rubber or Gutta Perchia gas pipes be used in the building except for temporary movable lights about the stage, no shall any white metal gas pipes be used unless embedded in the walls, that all gas pipes be of Iron or Brass except as aforesaid.*
- Section 16 That the hose shall be kept in readiness at all times during the performance to connect with the water plug inside the building, and buckets shall always be kept ready filled with water behind the scenes, that with blankets or rugs be kept in the wings and attention directed to them by placards legibly printed or painted and fixed near them, and that some persons be responsible for keeping the blankets and buckets ready for immediate use.*
- Section 17 That Hatchets, Hooks or other means to cut down hanging scenery in case of fire be always in readiness and the Flymen be instructed in their use.*
- Section 18 That the regulations for extinguishing fire be posted in conspicuous places so that all persons belonging to the Theatre may be acquainted with their contents.*
- Section 19 That a competent person or persons be appointed to examine before every performance the exits, staircases and fire extinguishing apparatus, and that he or they enter and sign a report daily in a book kept for that purpose, such books to be kept open to the inspection of the Superintendent of the Fire Brigade at all reasonable times.*
- Section 20 That the fire proof curtain be raised and lowered down to the floor at least once each evening during the performance and that the stage doors in the proscenium be kept in proper working order.*
- Section 21 That during the time when a Theatre is open to the Public all the approaches, staircases and passages within the building shall be kept entirely free from obstruction and that no seats whether movable or otherwise shall be permitted on any gangways, alleys or passages within that portion of the building set apart for the spectators.*

Section 22            *That all doors and barriers shall open outwards and never be fastened during the time when the Public is within the Theatre.*

Section 23            *That all the means of exits shall be indicated in the several parts of the Theatre by printing placards in plain characters in conspicuous places.*

.....

*Ambulance Duty*

*Firemen performing ambulance duty will carefully note the following instructions.*

*When a patient is suffering from any injury where a question of crime including suicide may be involved he should in the absence of the Police take possession of any Weapons, Poisons or vessels having contained such poisons, and be very particular that such articles are not handled unnecessarily.*

*In the more serious cases where death has already ensued the body and surrounding objects should not be disturbed or allowed to be touched as that finger prints other than those already impressed on them may not appear on any object whatever and valuable evidence thereby destroyed. On the arrival of the Police he will take his instructions from them.*

*The Officer on duty at the Central Police Office will be immediately informed by the telephone on the return of the Fireman as to the nature of the case, a written report giving full particulars and an account of all monies and other property found on any patient together with a note as to where the patient or body was searched, in whose presence and to whom the property was finally handed, will be dispatched to the Police Officer at the earliest possible moment.*

*The Fire Brigade officer on duty will make themselves acquainted with every case on the return of the Van and that the Ambulance duty is properly performed.*

*Chief Constable Office signed*

*Charles T. Scott*

*1.1.08 Chief Constable*

*William Frost*

*Superintendent*