

## Emergency Evacuation Procedures

The Front of House Manager is responsible for the Front of House (FOH) areas, i.e. the bar, kitchen, foyer, patrons; ladies, gents & disabled toilets, and the box office. Evacuation of these areas should be via the fire exits nearest to them. Please see section 2 where these are listed.

The Stage Manager is responsible for the stage and back stage areas, i.e. the stage, mezzanine, workshop, back stage toilets, green room, dressing rooms, wardrobe stores, lighting box and stage manager's office. Evacuation of these areas should be via the fire exits within them. Please see section 2 where these are listed.

### 1) HOW TO RAISE THE ALARM

- The person discovering the risk must ensure the break-glass call point is activated either themselves or by nominating someone else. This is achieved by pressing the glass firmly. The call points are situated at;
  - By the main double front doors in the foyer
  - By the back door by the disabled toilet
  - In the auditorium by the fire exit doors near the boiler house
  - The lighting box
  - In the workshop by the stage door
  - In the ladies dressing room near the fire exit door
- This will activate the fire alarm and the flashing lights will then be in operation and a slightly audible alarm will be heard in the bar, foyer, and backstage areas only. The flashing lights are situated at;
  - The foyer above the main front doors
  - Above the bar counter
  - The workshop
  - The dressing rooms
- Upon activation of the Fire Alarm all Fire Marshalls (FOH Manager, Torch Stewards, ASM, DSM, Chaperones) must put on their high-vis yellow waistcoats so they are visible to not only cast, crew and patrons but also the Emergency Services.
- Upon activation of the Fire Alarm the FOH Manager will notify the Box Office who will call the Emergency Services by dialling '999'. The fire alarm is not connected through to the Emergency Services. In the absence of the Box Office Person, the FOH Duty Manager may nominate someone else to call the Emergency Services.
- Upon activation of the Fire Alarm the Stage Manager will announce the situation to all FOH, crew and cast by calling the words 'baker's dozen' across the tannoy system so all FOH staff, cast and crew are aware that evacuation procedures are due to begin. The Stage Manager will then address the audience asking them to leave the building by the nearest exit which the Torch Stewards will man. The standard announcement is pre-recorded onto our tannoy system but should that fail the Stage Manager must calmly announce this on stage to the audience.

## 2) HOW TO EVACUATE THE BUILDING

- The FOH staff upon hearing the Stage Manager's instruction must begin evacuation of the building using the designated fire exits and their torches. Extra care must be taken with any disabled patrons, 1 of the FOH Staff allocated to the rear of the auditorium should be nominated to over-see the evacuation of disabled persons.
- Fire exits for FOH staff are as follows;
  - Top right fire exit double doors in the auditorium
  - Top left door from the auditorium leading to the back door near the toilets
  - Front double doors from the auditorium leading to the foyer then through to the main building entrance.
- The cast, crew and back stage staff when hearing these words must begin evacuation of the building using the designated fire exits. Fire exits for back stage are as follows;
  - Back door in the workshop
  - The lighting box has one door leading out down the ladders.
  - Secondary Exit - Door from ladies dressing room leading down a ramp at the back of the building
- When leaving the building a quick visual check should be made of all areas by the last person leaving the area (usually the Stage Manager/Fire Marshalls) and where possible close doors behind you. Do not however put yourself at further risk by checking these areas and do not take too long. It is advisable to check areas on your normal evacuation route out of the building.
- Assist any physically impaired or injured persons without placing yourself at any unnecessary risk.
- If anyone refuses to leave or is slow in responding, do not take risks yourself. Proceed immediately to your evacuation muster point using a safe convenient route. The muster point is on the grass on the walkway of the park near Rowley Drive (just down the road when turning left from the carpark of the theatre opposite the Memorial Hall Gardens). Please see picture below;



The Stage Manager must collect the signing in book for adults, the Chaperone must collect the signing in book for children, and the FOH Duty Manager must collect the signing in book for FOH. They must all take their books with them to the muster point and do a roll-call of who is present. Please report any missing persons immediately to the Emergency Services and report your area clear.

### **DO NOT GO BACK INTO THE BUILDING TO LOOK FOR ANYONE!**

The Emergency Services will advise when it is safe to return into the building. Once this is possible the Stage Manager must record the incident in the Fire Logbook. The Stage Manager will make the decision whether to abandon a production and must inform the FOH Duty Manager and Box Office immediately, followed by the audience, crew and cast. Do not return to the building to collect personal belongings until all clear has been given.

### **ACTION TO BE TAKEN ON DISCOVERING A FIRE**

- If you discover a fire you must activate the nearest break glass call point.
- Do not fight fires unless you have been trained and feel confident to do so.
- Ensure you use the correct firefighting equipment for the appropriate fire. Firefighting equipment within the theatre is situated near fire exit doors. The kitchen also has a fire blanket.
- If you are aware of any specific details of the fire, or the last known whereabouts of missing persons, report these at the same time to the Stage Manager or FOH Manager.

### **ACTION TO BE TAKEN ON DISCOVERING A MAJOR HAZARD**

- If you discover a hazard such as a water leak or anything which puts members of the staff, cast, crew or audience at risk you must activate the nearest break glass call point.
- Do not attempt to deal with the problem unless you feel confident to do so. If you know where shut off systems are then proceed to shut them down, if not report to the Stage Manager.

### **FINAL NOTE**

It cannot be expressed strongly enough that the role of Evacuation staff is vital in saving lives, avoiding injuries and limiting damage in a fire situation. However, always remember: "When in doubt, get out"