

EVACUATION PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire

- if you discover a fire, alert the Person in Charge (Front of House (FOH) Manager) immediately;
- if you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided. Do not put yourself at any personal risk. If you find yourself using more than one extinguisher – leave. If you are not capable of fighting a fire – leave;
- ensure that no-one is left in your area, see Form A, before closing any doors behind you;
- do not stop to collect any personal belongings;
- play your part in the roll call so you are safely accounted for; and
- call the Fire Brigade.

Fire Alarm During Performances

If an evacuation is to take place during a performance, the FOH Manager will make an announcement from the stage and FOH staff will assist theatregoers to leave from the Theatre. (The Evacuation will be undertaken in accordance with Fire Drill Training). Pay particular attention to patrons who are elderly and/or have reduced mobility. Other staff should leave the building using the nearest exit and direct the public to the assembly (RV) point in at the front of the Church or, if necessary, the secondary assembly point. This may be the Dentists' car park or the Residential care home car park.

If you hear the fire alarm

- turn off any essential appliances, e.g. tea urns;
- immediately assist the public to leave using the nearest available fire exit; and
- report to the assembly point for a roll call when your area is fully evacuated.

Outside performance times

At all other times, you should leave the building using the nearest exit. Contact the Emergency Services and make your way to the assembly point.

Duties of staff in the event of an evacuation

Person in Charge

This person maybe the FOH Manager or Stage Manager and is appointed when the show is cast so they can become familiar with their responsibilities and contents of the Fire Evacuation Box.

Their tasks include:-

- establish if it is a genuine fire or false alarm;
- ensure that the fire brigade has been called;
- gathering all information regarding the evacuation;
- receive reports from the fire wardens to show that all staff/patrons have been evacuated;
- liaise with the fire brigade on its arrival and make the General Layout Plan available;
- ensuring that all members of the public and staff have left the building safely;

- advising evacuees if they should move away to a secondary assembly point to enable Fire Service Vehicle access; and
- wearing high visibility jacket and be easily recognizable to all staff and patrons.

The Person in Charge has the authority, with advice from the fire services, to end an evacuation and recall all staff/patrons into the building.

Fire Wardens

They are appointed when the show is cast. Each area of the theatre will be assigned a fire warden.

These areas are:–

- 1) Auditorium;
- 2) Kitchen and Minor Hall;
- 3) Back Stage and Green Room; and
- 4) Dressing Room/Parlour and Toilets.

They report to the Person in Charge when their area is clear.

Door Marshalls

They are appointed when the show is cast. They report to their stations on a Fire Evacuation alert.

These stations are:–

- 1) East Door (into Car Park)
- 2) South Door (rear of Auditorium)
- 3) West Corridor (outside Kitchen)
- 4) North Door (adjacent to Disabled W/C)
- 5) West Door (adjacent to Vestry)

Your Safety

The safety of group members and others, including members of the public, is paramount and at no time should any personal risk be taken.

Bomb Threat

Members of the group most likely to receive a telephone bomb threat have pro-forma forms to fill in with detailed instructions of what questions to ask the caller, and how to react. The co-ordination point, after a bomb threat has been received, is the RV point at the front of the Church. Call the Police immediately when such a call has been received.

The Police will give us advice on the likelihood of a hoax, but the action to be taken is the decision of the first committee member that can be contacted. Front of House staff have emergency contact numbers for committee members and must contact them immediately.

It may be that we want to search the building, in which case we shall ask for volunteers. If we search the building, we are likely to be much quicker as we can spot suspect packages much more easily. Search teams will be split into three areas: Stage, Auditorium, and FOH and toilets. Red cards are available in the "Fire Pack" in the FOH folder, to be left beside suspect packages for bomb disposal officers to locate them quickly.

If we are to evacuate the building for a bomb threat, we will use the same method as for fire, but may need to restrict egress routes. Please be aware of any special instructions or directions issued in this instance – it may be that we have to specifically avoid using certain routes.