

Evacuation Procedure

Stage Manager Responsibilities

The decision for full theatre evacuation will normally be made by the Stage Manager in liaison with any technical staff who will have easier access to the fire alarm control panel and CCTV.

When in 'Show Mode' the Stage Manager will decide the most suitable method of alerting the cast, crew and audience on the need to evacuate should an emergency situation arise.

This will normally be via a verbal announcement from the Sound Technician or an announcement from stage and the house lights/working lights will be brought to full.

Once the decision to evacuate has been given the **Stage Manager** will have the following responsibilities prior to assembling at the Evacuation Assembly Point.

- A 'sweep' of the following areas to ensure everyone has left:
 - Stage
 - Rear Dressing Room No.4
 - Green Room and Dressing Rooms 1-3
 - First floor rooms if open, regardless of whether these are in use for the performing group – this may be delegated to bar team.
- Collect technical staff and stage crew 'sign-in' sheet.
- Make way via safety route to Evacuation Assembly Point.
- Ensure emergency services have been called.

Fighting Fires

Portable fire-fighting equipment is provided and should be used by competent persons only where safe to do so.

Evacuation Procedure

Lighting Technician Responsibilities

The decision for full theatre evacuation will normally be made by the Stage Manager in liaison with any technical staff who will have easier access to the fire alarm control panel and CCTV.

When in 'Show Mode' the Stage Manager will decide the most suitable method of alerting the cast, crew and audience on the need to evacuate should an emergency situation arise.

This will normally be via a verbal announcement from the Sound Technician and the house lights will be brought to full.

Once the decision to evacuate has been given the **Lighting Technician** will have the following responsibilities prior to assembling at the Evacuation Assembly Point.

- Raise the house lights or working lights to full
- A 'sweep' of the following areas to ensure everyone has left:
 - Main Auditorium, exiting via the rear auditorium doors into the tunnel (if safe to do so)
 - Lx store and rack room (check both are still locked, ie no persons inside)
- Make way via safety route to Evacuation Assembly Point.
- Ensure emergency services have been called.

Fighting Fires

Portable fire-fighting equipment is provided and should be used by competent persons only where safe to do so.

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Sound Technician Responsibilities

The decision for full theatre evacuation will normally be made by the Stage Manager in liaison with any technical staff who will have easier access to the fire alarm control panel and CCTV.

When in 'Show Mode' the Stage Manager will decide the most suitable method of alerting the cast, crew and audience on the need to evacuate should an emergency situation arise.

This will normally be via a verbal announcement from the Sound Technician and the house lights will be brought to full.

Once the decision to evacuate has been given the **Sound Technician** will have the following responsibilities prior to assembling at the Evacuation Assembly Point.

- Announce the evacuation over the main PA system
- Phone bar to ensure they are aware of evacuation
- A 'sweep' of the following areas to ensure everyone has left:
 - Rear 'Technical' Stairs and followspot booth
 - 1st floor Milby and Etone lounge, upstairs toilets, upstairs bar, office and corridor - I've put this as an SM or delegated responsibility...
Happy to discuss...
- Make way via safety route to Evacuation Assembly Point.
- Ensure emergency services have been called.

Fighting Fires

Portable fire-fighting equipment is provided and should be used by competent persons only where safe to do so.

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Bar Staff Responsibilities

The decision for full theatre evacuation will normally be made by the Stage Manager in liaison with any technical staff who will have easier access to the fire alarm control panel and CCTV.

When in 'Show Mode' the Stage Manager will decide the most suitable method of alerting the cast, crew and audience on the need to evacuate should an emergency situation arise. This will be communicated to Bar using the internal telephone system.

This will normally be via a verbal announcement from the Sound Technician and the house lights will be brought to full.

Once the decision to evacuate has been given the **Bar Staff** will have the following responsibilities prior to assembling at the Evacuation Assembly Point.

- A 'sweep' of the following areas to ensure everyone has left:
 - Bar area
 - Toilets
- Make way via safety route to Evacuation Assembly Point.
- Ensure emergency services have been called.

Fighting Fires

Portable fire-fighting equipment is provided and should be used by competent persons only where safe to do so.