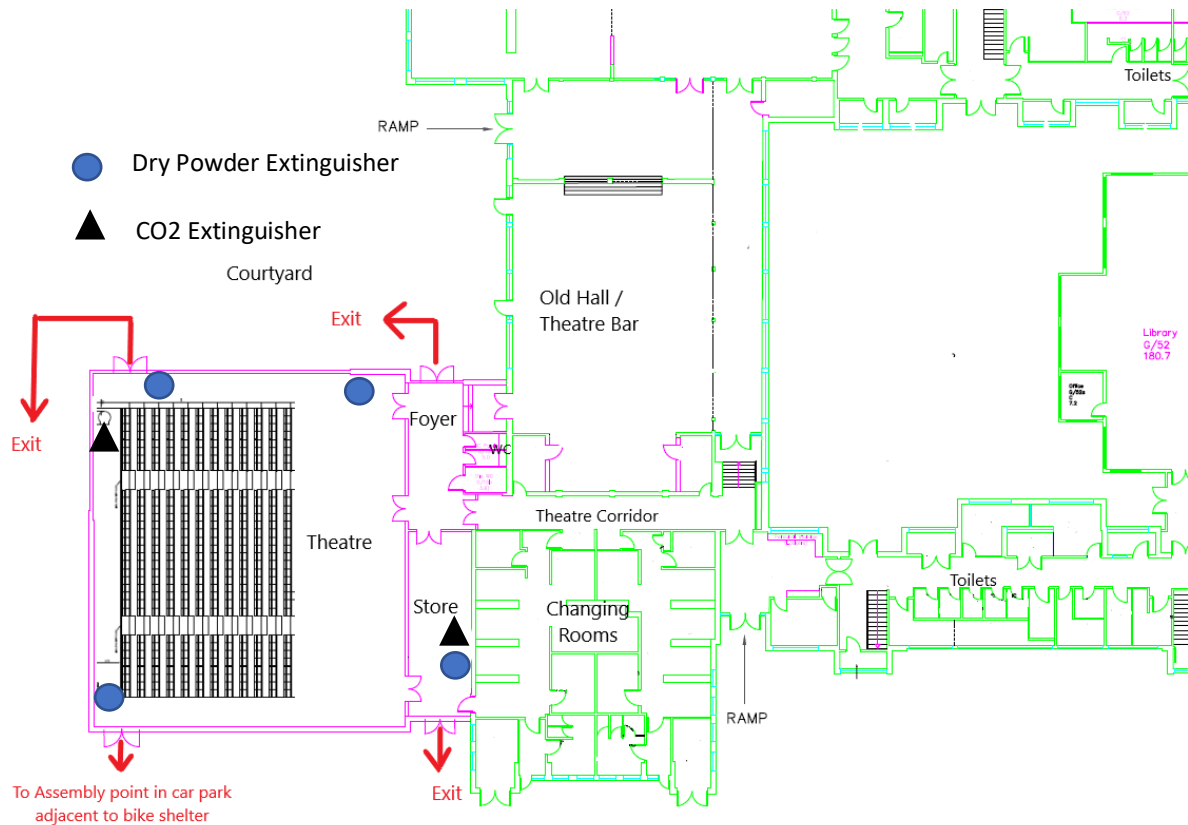


Furze Platt Theatre Fire Evacuation Plan

This plan is to be adopted for performances when the Theatre is hired out to external organisations by Furze Platt Senior School. The plan will also be used for school performances where an external audience is invited.



Assembly Points

During both performance and rehearsal/set up times, all people should assemble in the east car park/bike shelter area. If this assembly point is not usable or easily accessible during an evacuation, then the assembly point will be moved to the adjacent Leisure Centre car park as a secondary site.

General fire awareness guidelines

- All passageways, doors and exits **MUST** be kept clear
- Keep marked fire doors closed
- Fire fighting equipment:
 - Dry powder extinguishers (blue label) – universal extinguishers.
 - CO2 extinguishers (black label) – electrical firesLocations shown on plan above.
- Be aware of the location of hi-vis vests to be worn by theatre staff with fire safety responsibilities
- Keep areas clean and tidy and remove rubbish regularly

Theatre staff with fire safety responsibilities

- Duty Manager/Technician 1 – designated Fire Coordinator

- Technician 2
- Front of House Manager
- Stage Manager
- Front of House Team/Auditorium Ushers/Bar Staff

All the above have a role in directing the public out of the building to the assembly area.

The Duty Manager, Front of House Manager, Stage Manager and Technician 2 must have two-way radios as a means of communication.

Prior to a performance, the Front of House Manager will brief the Front of House Team regarding the Emergency Evacuation Procedure.

Emergency Evacuation Procedure

The Theatre is equipped with fire bells and flashing beacons (on either side of the auditorium). The fire alarm will be activated via the smoke/heat alarms or by an individual activating a call point. When the alarm is activated, the procedure should commence.

The Duty Manager will take charge and issue all instructions necessary to implement the Emergency Evacuation Procedure

Duty Manager:

- Put on hi-vis vest and assume responsibilities of the Fire Coordinator
- Ascertain the nature of the emergency (i.e. suspected fire or false alarm) and implement appropriate action
- Alert Emergency Services
- Communicate with Technician 2, Front of House Manager and Stage Manager using two-way radios
- Ensure that all occupants evacuate the building in a calm manner and are marshalled to the assembly point
- Ensure no attempt is made to move any parked cars
- Ensure that the space designated for emergency vehicles adjacent to the Theatre remains clear for the arrival of emergency services
- Remain at the Theatre and liaise with the emergency services upon their arrival and until they depart

Technician 2:

- Bring up house lights
- Put on hi-vis vest
- Following direction from the Duty Manager, broadcast to the entire theatre premises that an emergency evacuation is required. Use the pre-recorded message:
 “Ladies and Gentlemen, it is necessary for us to evacuate the Theatre. Would you please leave the building in a calm manner via the emergency exits and follow the instructions of the Theatre staff. Please congregate in the East car park adjacent to the bike shelters. No one should attempt to remove their car from the car park as this may hinder the arrival of the emergency services”

Front of House Manager:

- Put on hi-vis vest and supervise the Front of House team, ushers and bar staff.
- Direct team members to assist wheelchair users, elderly persons and others with reduced mobility
- Direct team members to perform a 'sweep' of areas used by audience members including all toilet areas
- Support all occupants to exit the auditorium safely, particularly on the stairways of the retractable seating. Position team members at fire exits to direct occupants to the fire assembly point
- Notify the Duty Manager when all areas have been evacuated by audience members and identify any individuals that are missing

Stage Manager:

- Open all curtains
- Put on hi-vis vest
- Supervise cast and backstage crew to evacuate the building and go to assembly point
- Do 'sweep' of dressing rooms and other changing areas as required
- Notify Duty Manager when all backstage areas have been evacuated by cast and crew and identify any individuals that are missing.