



FIRE PROCEDURE

(updated January 2016)

1. On discovering a fire in the building, hit the nearest 'Break Glass Unit'. Employees should only attempt to fight a small fire (no bigger than a waste paper bin) if they feel competent enough to do so, and should NOT take personal risks.
2. When the fire alarm sounds, the Duty Manager will call the Fire Brigade. All staff should leave the building via the nearest exit ensuring that all visitors and members of the public are escorted from the building.
3. Staff, visitors and patrons should, if leaving the building from the main doors, gather at either Assembly Point 'A'. This is located at the front of the Cripps Hall along the fence by Billing Road. If leaving from the South doors staff, visitors and patrons should gather at Assembly Point 'B', located at the back of the Cripps Hall on the school playing fields. Visiting companies should gather at Point 'B'. No person should re-enter the building until advised to do so by the Duty Manager or the Fire Brigade.
4. If a performance is in progress when the fire alarm is activated:
 - Duty Manager to liaise with Stage manager
 - Ushers to exit doors.
 - Tabs to close (where possible) and House lights up.
 - Stage Manager to make announcement to audience.
 - FOH to evacuate auditorium with assistance from Bar and Box Office staff (if working).
 - Stage Staff – see separate instruction sheet.
5. In the event of fire ALL tills to be locked and keys retained by staff before leaving the building.

IN CASE OF ACCIDENT, INCIDENT OR MAJOR PROBLEM DURING A PERFORMANCE.

6. Stage Manager Duty Technician to determine extent of damage (where applicable).
7. Duty Manager to prompt corner (DSL)
 - Ushers to exit doors
 - Bar staff to prepare for audience
 - Stage Manager - backstage announcement
 - all staff to work station.
8. Close tabs – House lights up (if power still on).
9. Stage Manager to make announcement to audience.
10. If necessary, FOH to evacuate auditorium / Duty Manager to call ambulance etc.
11. Stage Manager to ensure cast return to dressing rooms or evacuate from the rear of the building.

SUSPICIOUS PACKAGES

On discovering a suspicious or unattended package, notify the Duty Manager or a member of Key Staff immediately.

THESE EMERGENCY PROCEDURES TO BE ADVISED TO ALL VISITING COMPANIES



FIRE EXITS – leading outside

Auditorium	- Doors A/B/C/D and 1 exit at the end of Row F, auditorium left
Bar	- Via stairs by door C and far wall in the bar
Backstage	- Stage Right, (joins up with stalls exit) Up Stage Left, through workshop.
Drama Studio	- Down spiral staircase Stage Right, or drama studio door by Door C

All Staff

Staff using electrical equipment should switch it off at the mains where possible and also close any windows and doors on exit – **only if it is safe to do so.**

Members of the Cripps Hall Theatre staff are the people responsible for ensuring that patrons leave quickly, quietly and without panic. If you show that you're nervous, then other people will start to feel the same way. Even with a Full House, it only takes about 5 minutes for people to leave (and they're in no hurry to go). If you stay calm but firm, we can clear a full house in considerably less time than that.

DO NOT STOP TO SIGN OUT!!! DO NOT RETURN FOR PERSONAL BELONGINGS

Front of House & Bar Staff

Before a performance

If the Fire Alarm is activated, YOU WILL HEAR IT (believe me – you will!!!) If the 'house' is not open, FOH & Bar staff should guide patrons out of the Bar area via the nearest available Fire Exit. Due to the nature of theatre, the most likely place for a fire to take place is going to be on stage or backstage.

If the 'house' is open, the ushers on the doors, should move down to the Fire Exits, open them and guide patrons out of the auditorium. Bar staff will then guide patrons out of the bar, and will check that they are clear before leaving.

During a performance

FOH staff not already in the auditorium should immediately enter the auditorium and be prepared to evacuate patrons. There should be one FOH staff member at each Fire Exit. The Duty FOH Manager / Stage Manager / Duty Technician will make an announcement to the audience.

The announcement may be one of two:-

1. **“Ladies & gentlemen. Can I have your attention please. Due to a technical problem, it is necessary for us to stop the show. There is no cause for alarm, and it is not necessary for anyone to leave the building.....”**

On this occasion, ushers should remain in the auditorium, and ensure that patrons are re-assured that they are perfectly safe and that it is a simple technical problem and nothing serious. Bar staff should await further instruction from the Bar Supervisor or Duty FOH Manager.

2. **“Ladies & gentlemen. Can I have your attention please? Due to a technical problem, it is necessary to evacuate the building. Please leave using the nearest illuminated exit. Our staff are there to assist you. Please assemble at Assembly Point ‘A’ at the front of the theatre and we will keep you informed. There is no cause for alarm and would you please start leaving the theatre now. Thank-you.”**

On this occasion, as soon as ushers hear the word evacuate the ushers at the lower Fire Exits should open both sets of doors and return to their position in the auditorium. Once the announcement is finished, all ushers should guide patrons to the exits. Bar staff should position themselves in such a way as to guide patrons to the stairwell. If the Box Office is closed, a member of bar staff should be positioned in the Foyer to direct patrons to the front door. Encouragement should be given by saying, “This way please”, in a slightly raised but firm and calm tone.

The Duty Front of House Manager will check that all FOH areas are clear before leaving.

DO NOT RETURN FOR PERSONAL BELONGINGS



Duty Front of House Manager

The duty FOH Manager Will if necessary, call the Fire Brigade/Ambulance/Police etc. On leaving when the auditorium is clear the duty FOH Manager should collect the Fire Logbook, FOH Manual, Seating Report and Staff Register – **only if it is safe to do so.**

Box Office

Daytime

In the absence of FOH performance staff it becomes your responsibility to ensure that any patrons in the downstairs Foyer and area of the theatre are guided out of the building. Do not allow anyone else to ENTER the building! If there is a matinee performance, then the instructions below apply.

Before & during a performance

If the Fire Alarm is activated before a performance, the building will be evacuated automatically. As the FOH & Bar Staff guide patrons downstairs, Box Office staff need to be ready to assist patrons to leave the building safely. The Duty FOH Manager will ensure that toilets are checked and are clear.

If the Fire Alarm is activated during a performance, staff need to be prepared to assist with an evacuation if it is deemed necessary.

At all times (Box Office)

Always ensure that a recent Seating Report for any shows on that day are removed from the Box Office, When the Box Office closes; ensure that the Duty FOH Manager is given the Seating Report.

DO NOT RETURN FOR PERSONAL BELONGINGS

Stage Staff

The Duty Technician will be responsible for ensuring that the stage and backstage areas are clear, and the visiting Company Manager / Stage Manager (or DSM / ASM) will be responsible for ensuring that Dressing Rooms and gents backstage toilet are clear – **only if it is safe to do so.** All members of Stage staff should assist and guide members of the company from the premises.

During a performance

In the event of a known fire, the Stage Manager – or his deputy - will follow the directions of the 'Fire Procedures' No.3

In the event of an accident, bomb scare, technical or other major problem, the Duty Technician / Stage Manager will follow the directions from No. 6 - 11. After consultation with the Duty FOH Manager and other relevant personnel, a decision will be made to continue, evacuate or abandon the performance.

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