

Front of House Manager Briefing

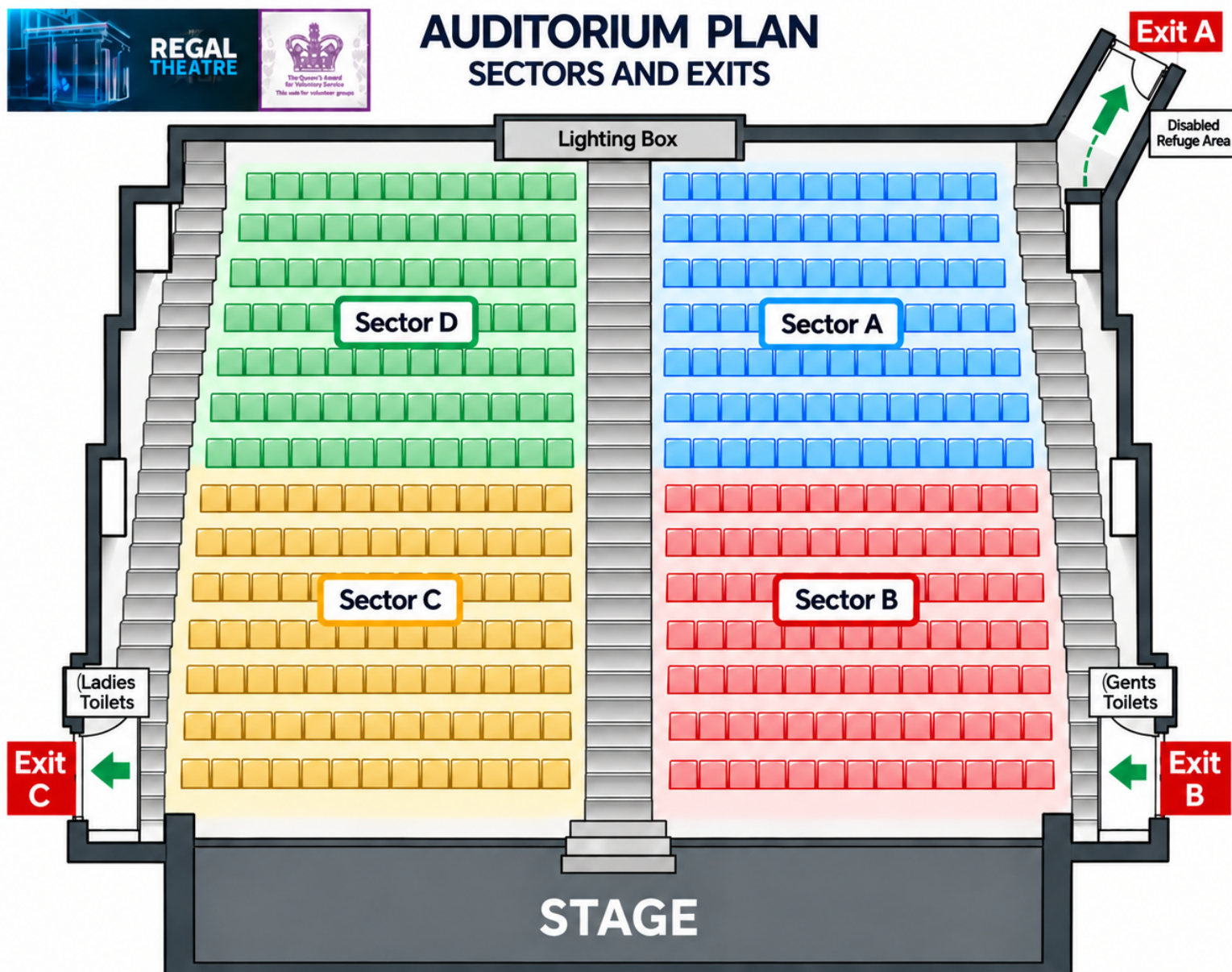
Instructions for FoH Team

This is a summary of instructions to be given before **EVERY** performance:

- Ensure you test the batteries and pagers
- Give Pagers to **FoHM**, **FoH**, **SM** & **Bar Manager** and radios to the same people
- Please keep the auditorium gangways clear at all times. Walking frames, wheelchairs etc to be placed on landing, outside the doors at **Exit A** or in corridor outside **Exit B** (tucked away).
- **Remember:** Audience safety, interval duties, bucket collections and cleaning up afterwards.
- You should each have a torch and a yellow jacket. Also, one person, in each of the four sectors of the auditorium, should have a pager which must be attached to their clothing in such a way that if the pager vibrates as a warning, it can be felt. It will not be effective in your pocket.
- If, during a performance, your pager starts to vibrate you must take notice of the message on the pager, the first of which will be '**PREALERT Check FCP**'. Accept any message by pressing the **GREEN** button on the pager. At this point you do not need to do anything – just be aware; the **TM** (**Theatre Manager**) will take the necessary action. HOWEVER, you should be starting to assess the audience in your sector.
- The **second message** to appear on the pager will be '**DETECTOR ACTIVATED Check FCP**'. At this point stand by ready to take action.
- If there is a genuine emergency, the third message will be '**EVACUATE**'
- The red and green 'traffic lights' above each exit will indicate which exits are safe to use (**green light** – NOT the rectangular green light directly above the door).
- **NB:** *If a green light shows above exit C, it is essential to stand in the corridor towards the bar to ensure that the audience exits down the back stairs and NOT through the bar.*
- The Front of House Manager will take charge of the evacuation whilst standing on the stage. The other members of the **FoH** (**Front of House**), Staff do as follows:
 1. Organise assistance, for people requiring it, in their sector.
 2. Confirm that their sector is clear and report to the **FoHM** who will on the way out, if it is safe to do so, organise a check of the lighting box, all toilets and closure of all fire doors.
 3. The **1st FoH** out of the door will usher audience members to the Assembly Point (**Cream Coffee Shop**)
 4. The **2nd FoH** will remain in the Box Office to stop re-entry and answer the **Refuge Phone**
- The **TM** will ask the **Bar Manager** to oversee the evacuation of the bar area.
- The **SM** (**Stage Manager**) will be responsible for evacuation of the stage backwards.



AUDITORIUM PLAN SECTORS AND EXITS



NB: If a green light shows above Exit C, ensure the audience exits down the back stairs and **NOT** through the bar.

KEY

→ Exit route

Exit X
x Emergency exit