

Fire Policy – Bar

Bar Manager

EVACUATION INSTRUCTIONS

If a potential emergency occurs during a performance, your pager will vibrate to alert you. The screen of the pager will inform you of the possibility of an emergency. Accept any message by pressing the **GREEN** button on the pager.

The messages to be aware of are:

1. **“PRE-ALERT Check FCP”**. This may not be a fire, but a detector is approaching its threshold for declaring a fire. **TM** (**Theatre Manager**) to investigate.
2. **“DETECTOR ACTIVATED Check FCP”**. TM to check. Stand by.
3. **“EVACUATE” FOLLOW THE EVACUATION PROCEDURE**

EVACUATION PROCEDURE

Should an evacuation need to be carried out during the interval of a performance, and / or the bar has members of the public present, then after the **TM** has approved the **FoHM** (**Front of House Manager**) to oversee the auditorium evacuation:

1. The **TM** will ask the Bar Manager to oversee the evacuation of the bar area.
2. The **TM** will advise as to which exit is safe to use (also can be seen by the traffic lights above the door)
3. **YOU** will then supervise the evacuation from the bar.
4. **YOU** will advise the **TM** when the evacuation is complete, and whether there are people in the refuge area (disabled toilet).
5. At the Assembly Point (outside the **Cream Coffee shop**), the **FoHM** will make an announcement explaining the situation to the best of their knowledge. Although it will not be feasible to do a roll call, they should ask if anyone is known to be missing.