

Fire Policy - Front of House 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. No action required at this point. TM (**Theatre Manager**), to investigate.
2. **“DETECTOR ACTIVATED Check FCP”**. **TM** to investigate. **Stand by**.
3. **“EVACUATE”**. **FOLLOW THE EVACUATION PROCEDURE**

Evacuation Procedure

If it is deemed necessary to evacuate the building, the following procedure should be followed:

1. Following a second warning on your pager the **YOU**, will leave the auditorium to liaise with the **TM** and, if necessary, don your high visibility waistcoat in preparation to taking to the stage.
2. **YOU** will go onto the stage, with your ‘script’ and read it out, **YOU** will then instruct the audience to leave in an orderly fashion via the nearest relevant safe fire exit. Please check the ‘**traffic lights**’ above the exit doors to ensure that is safe to exit through the doors
3. The Fire Doors will close automatically on the sounding of the alarm
4. **FoH**:
 - **First FoH** out will usher the audience members to the assembly point (outside **The Cream Coffee Shop**)
 - **Second FoH** out will remain in the box office to stop re-entry until ready and to answer the refuge (**red phone in box office**), phone should it ring
6. When evacuating ensure, **YOU** are at the back and that all fire doors are closed and that all toilets are clear, this will be aided by **FoH**
7. At the **Assembly Point** (outside **The Cream Coffee Shop**), inform the **TM** that the auditorium is clear