

Fire Policy – Light & Sound

Lighting & Sound 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**

Specific Lighting Evacuation Procedure

1. Should an evacuation need to be carried out during a performance, having taken note of the announcement by the **FoHM** (**Front of House Manager**), the person in charge of the lighting control board will take responsibility for the evacuation of all staff
 - a) in the lighting and sound ‘box’
 - b) anyone in the projection room via the communication headphones
2. Any lighting or sound staff who are on the stage, will take their instructions from the **SM** (**Stage Manager**).
3. Lead any relevant volunteers to the Assembly Point (outside **Iceland**). Although it may not be possible to perform a roll call, the **SM** should ask if anyone is known to be missing.