

Fire Policy - Stage Manager

Stage Manager

Evacuation Instructions

The **SM** (**Stage Manager**) is responsible for everyone on the stage and backwards. 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. 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

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

1. The **FoHM** (**Front of House Manager**), will go onto the stage to address the audience. This is point to turn on or volume up on radio so that you can communicate to the **TM**
2. **YOU** will supervise the evacuation of the cast and backstage crew, ensuring that no one is left on stage or in the dressing rooms. Use the Head Chaperone & Chaperones (if any), to help clear the dressing rooms.
3. You will be advised, by the **FoHM**, which is the safe exit to use. If the fire is backstage, and you do not have direct access to the dressing rooms, you must approach the dressing rooms via the rear exit and the stage door.
4. **YOU** will advise the **TM** when the evacuation is complete.
5. At the **Assembly Point** (outside **Iceland**), the **FoHM** will make an announcement explaining the situation to the best of their knowledge. Although it may not be feasible to do a roll call, they will ask if anyone is known to be missing.