

Fire Policy – Theatre Manager

Theatre Manager Fire Actions & Procedure

The Theatre Manager is the person who takes ultimate responsibility for everything that happens in the theatre before, during and after any performance for which s/he has been designated Theatre Manager.

1. Should an alarm be activated, your pager will vibrate and display the message **'PRE-ALERT Check FCP'**
2. Proceed to the nearest **FCP** (Fire Control Panel) which will display the location of the alarm event
3. Accept the alarm on the pager by pressing the **Green** button (the pager may generate multiple alarms until the **TM** accepts the initial event at the **FCP**)
4. Insert the **901 key** into the **FCP** and **Press Silence buzzer**
5. Read the location of the fire event, on the **FCP**, and investigate. You do not need to physically see a fire to confirm it, but any signs of smoke or smell are sufficient.
6. **If it is genuine**, operate the nearest **MCP** (Manual Call Point) [the red boxes on the wall all around the theatre] and the evacuation procedure will come into operation
7. The **FoHM** (**Front of House Manager**) will oversee the evacuation of the auditorium etc.
8. Grab the Red Bag in the Back Office on the way down that has the Floor Plans / alarm zones to take outside for the fire service
9. During the evacuation, **YOU** will telephone the Fire Service and, if safe to do so, will wait at the front entrance to direct the Fire service to the fire.
8. The **FoHM** will go onto the stage to address the audience, telling them that an evacuation is necessary. Taking note of the **'traffic lights'** above the exit doors, the **FoHM** will then ask the audience to leave in an orderly fashion via the nearest relevant safe fire exit, and to congregate at the Assembly Point (outside the **Cream Coffee shop**).
9. FoH
 - **First FoH** out of the box office will lead members of the public to the assembly point
 - **Second FoH** will stay at the box office to answer any calls from the refuge area



10. The **SM (Stage Manager)** will supervise the evacuation of the cast and backstage crew, ensuring that no one is left on stage or in the dressing rooms. They will also ensure that all doors in the area are closed.
11. Should an evacuation need to be carried out during the interval of a performance, and / or the bar has members of the public present, the **Bar Manager** will oversee the evacuation of the bar.
12. At the Assembly Point (outside the **Cream coffee shop**) the **Front of House Manager** 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 should ask if anyone is known to be missing.
13. Go to the assembly point to ensure the **FoHM** has taken control
14. Await the arrival of the Fire Service to be able to advise them of the situation
15. If the alarm is identified as a **false/unwanted/malicious** event, then insert the 901 key into the **FCP**
16. Press the 'silence/acknowledge' button
17. Note the event in the fire log book
18. If a **MCP** has been activated, then proceed to it and reset
19. Press '**RESET**' on the **FCP**