

Procedure for Entering and Leaving the Regal Theatre

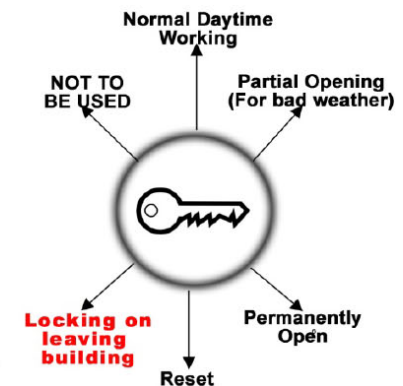
These instructions apply to all key fob holders (including those holding a key on a temporary basis), all directors and / or producers of local productions and anyone working within the building or in the 'workshop' area.

On entry you must:

- 1) **SIGN IN**. This is essential so that, should an emergency arise, all personnel can be accounted for.
In the case of rehearsals, or working parties where people enter via the back doors, it is acceptable that the key holder signs the main signing in book, and that a **separate sheet** be held by a responsible person listing all participants so that, again, in the event of evacuation all can be identified.
- 2) If you are the first person signing in you **MUST SWITCH ON** the **EMERGENCY** lighting system. **THIS WILL DE-ACTIVATE THE ALARM SYSTEM**

On vacating the building you must:

- 1) **ENSURE** that all external (Dressing Rooms, garage and back double doors) are closed and locked and that all lights are switched off.
- 2) **ENSURE** that all auditorium, and bar, doors are closed (theoretically they should close when the emergency lights are switched off, but some do 'stick' open). Switch off ALL heaters
- 3) **SIGN OUT**. If you have signed-in in the signing in book, sign there.
If you have kept a separate list (see above) make sure that all have left.
- 4) **SWITCH OFF** the **EMERGENCY** lights. **THIS WILL RE-ACTIVATE THE ALARM SYSTEM**
- 5) **ENSURE** that the front door switch is in the correct setting:



If you are not the last person leaving the building, you **MUST** make a positive hand-over of responsibility to another **KEY** holder and make sure this person is aware of the checklist showing the procedures for vacating the building. ALSO ensure that they have signed the main box office book if they are using a secondary signing sheet elsewhere in the building.

**IN FUTURE IF THE SAFETY LIGHTS ARE NOT TURNED ON WHEN ENTERING THE BUILDING:
ANY INTERNAL DOOR BEING OPENED WITH A KEY FOB MAY RESULT IN THE ALARM SYSTEM BEING ACTIVATED**