

Oxted & Limpsfield Barn Theatre Company Co. Ltd

Fire Safety Policy

(Updated January 2016)

FIRE SAFETY

The promotion of fire safety is regarded as a mutual objective of the Board, Theatre Manager, Resident Societies, Hirers and their Members at all levels.

It is, therefore, Barn Theatre policy to do all that is reasonable to prevent personal injury, provide training and to protect everyone from reasonably foreseeable hazards.

Many aspects of fire safety are included in the "Terms and Conditions including Guidance Notes" which all Users must acquaint themselves with.

Any person having concern regarding fire safety, especially having identified a particular hazard, must ensure that it is brought to the attention of a Director/Trustee or the Duty Manager as soon as possible.

Fire safety is an agenda topic at all Board Meetings for discussion and updates.

Phil Littleford is responsible for fire safety at the Theatre.

Fire safety checks are made monthly, quarterly and annually in addition to checks before every performance.

The fire detection system and fire fighting equipment is inspected quarterly and annual certificates of compliance are issued after any necessary work/maintenance is completed

Smoking is not permitted anywhere on the Theatre premises.

The fire extinguisher maintenance company is Crawley Fire Protection Ltd.

The fire detection system is provided and maintained by:

London Fire
40 West Street
Croydon
CR0 1DJ
020 8681 5881

Any outbreak of fire, however slight, must be reported to the Theatre Manager who will inform the Licensing Authority.

Fire Coordinator - the Barn Duty Manager is the designated Fire Coordinator at all performances.

The Barn Duty Manager and Front of House Manager must wear a radio from the moment they arrive at the Theatre, as this is means of communication in case of fire or other emergency.

Theatre staff with regards to fire safety –

- Duty Manager
- Stage Manager
- Lighting Operator
- Sound Operator
- Front of House Manager
- Auditorium Ushers (2) – downstairs auditorium only

Fire Marshalls/Wardens: Trustee/Directors at all times
Theatre staff at performances

At each performance, the Front of House Manager must brief the Front of House Team regarding fire safety and Emergency Evacuation using the briefing document provided.

Further detailed information is provided in the “Terms and Conditions including Guidance Notes”.

Arrangements in Case of Power Failure:

The occupants can only be allowed to remain in the Theatre for half an hour with the emergency lights on. After this time they should be asked to leave by the Front of House Manager in consultation with the Nominated Representative and Duty Manager.

If power is restored and then lost again, the occupants may have left and returned to the Theatre, but on no account are they to be allowed to remain in or return to the building after the emergency lights have been on for an hour continuously or for a combination of short periods totalling one hour.

Arrangements in case of an incident other than fire: This depends entirely on the situation and hirers should make their own decision in conjunction with the Duty Manager and call the emergency services where necessary.

GENERAL ARRANGEMENTS IN CASE OF A FIRE (Emergency Evacuation Procedure with specific Theatre Staff roles detailed separately)

Fire Assembly Point: Oxted School Forecourt.

Theatre staff, crew and cast should be strongly encouraged to go to the assembly point.

Audience are permitted to go home if they wish but not if they need to remove a car from Theatre premises.

On Discovering a Fire: Investigate source and cause of suspected fire.

Attempt to extinguish any small fire using the equipment provided but do not take any unnecessary risks.

If it is impossible or unsafe to extinguish the fire, promptly activate the alarm if the automatic system has not operated.

Unless you have specific Emergency Evacuation responsibilities leave the premises.

Dial 999 and notify the emergency services.

If it is a false alarm or the fire has been extinguished there is no need to activate the alarm, notify the emergency services or evacuate the premises.

Any false alarm or successful extinguishing of a fire must be reported to the Duty Manager immediately.

Action When the Alarm Has Been Activated: Immediately leave the premises and assemble at the Fire Assembly Point, Oxted School forecourt.

Evacuate the building even if the alarm stops.

Do not collect personal belongings.

Do not run, remain calm and bring others with you as you leave the premises.

Do not re-enter the building until instructed to do so by the Duty Manager.

No one is permitted to remove their car from the car park until instructed to do so by the Duty Manager.

Emergency Evacuation Procedure - Theatre Staff Duties

THE DUTY MANAGER WILL TAKE CHARGE AND ISSUE ALL INSTRUCTIONS NECESSARY TO IMPLEMENT THE EMERGENCY EVACUATION PROCEDURE

Duty Manager:

- Put on high-visibility jacket
- Assume responsibilities as "Fire Coordinator"
- Ensure that the Emergency Services have been informed.
- Liaise with the Front of House Manager, Stage Manager and the Lighting and Sound Operators. This should be done using the wireless radio/Techpro network
- Ensure that all occupants evacuate the premises in a calm manner, marshalling in the Oxted School forecourt
- Ensure that no attempt is made to remove any cars from the car park
- Ensure that the space designated for Emergency Vehicles in front of the Theatre remains clear for the arrival of emergency services
- Remain at the Theatre and liaise with the emergency services upon their arrival and until they depart

Front of House Manager:

- Put on high-visibility jacket

- Liaise with the Duty Manager, Stage Manager and the Lighting and Sound Operators. This should be done using the wireless radio/Techpro network
- Assist the Duty Manager in evacuating the Theatre and guiding people to Oxted School Forecourt. Pay particular attention to the auditorium, foyer, bar, bar store, bar cupboard, toilets, disabled toilet, car park and area in front of the Theatre
- Ensure the two Auditorium Ushers assist with the evacuation of the downstairs auditorium paying particular attention to wheelchair users, the elderly or infirm
- Notify the Duty Manager of completed evacuation for area of responsibility and then proceed to Oxted School forecourt

Auditorium Ushers

- Put on high-visibility jacket
- Ensure that all occupants evacuate the auditorium, paying particular attention to wheelchair users, the elderly or infirm, marshalling in Oxted School forecourt
- Notify the Duty Manager of completed evacuation of area of responsibility and then proceed to Oxted School forecourt

Stage Manager

- Put on high-visibility jacket
- Liaise with the Duty Manager, Front of House Manager and the Lighting and Sound Operators. This should be done using the wireless radio/Techpro network
- Ensure that the main tab Curtains are closed and bring up the auditorium and working lights
- Ensure that all occupants evacuate the stage, dressing rooms, Little Barn & kitchen areas in a calm manner, marshalling in Oxted School forecourt
- Notify the Duty Manager of completed evacuation of area of responsibility and then proceed to Oxted School forecourt

Lighting Operator:

- Put on high-visibility jacket
- Liaise with the Duty Manager, Front of House Manager, Stage Manager and the Sound Operator. This should be done using the wireless radio/Techpro network
- Ensure that all occupants evacuate the balcony in a calm manner, marshalling in Oxted School forecourt
- Notify the Duty Manager of completed evacuation for area of responsibility and then proceed to Oxted School forecourt

Sound Operator:

- Put on high-visibility jacket
- Liaise with the Duty Manager, Front of House Manager, Stage Manager and the Lighting Operator. This should be done using the wireless radio/Techpro network
- Broadcast to the entire Theatre premises that an emergency evacuation is required using the CD provided or by announcing -

“Ladies and Gentlemen, it is necessary for us to evacuate the Theatre. Would you please leave the building in a calm manner via the emergency exits and follow the instructions of the Theatre staff. Please congregate in the forecourt of the Oxted School next door. No one should attempt to remove their car from the car park or Bluehouse Lane as this may hinder the arrival of the emergency services”

- Notify the Duty Manager of completed evacuation for area of responsibility and then proceed to Oxted School forecourt

Location of Fire Exits (all have push bar exits)

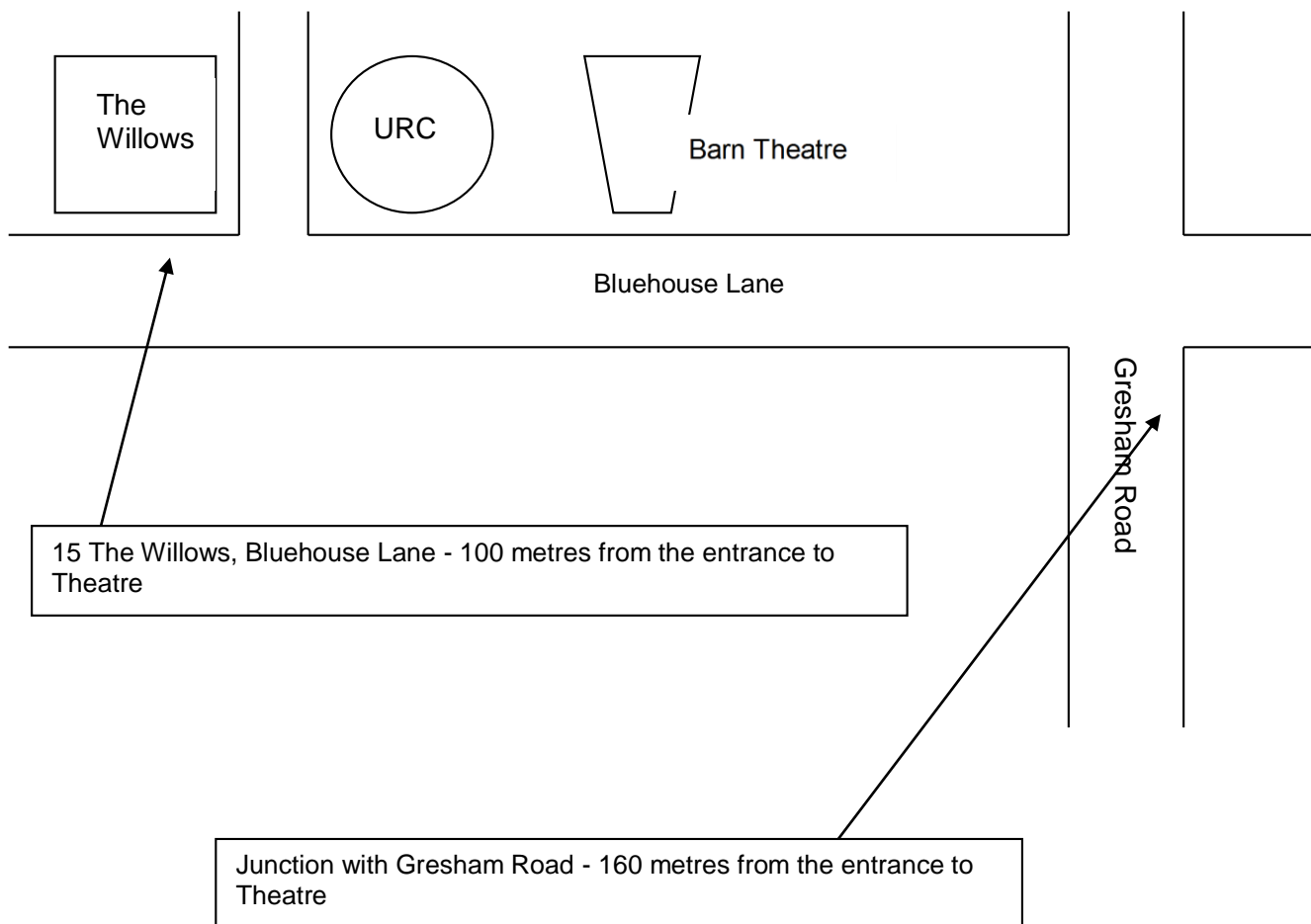
Front entrance
Door at bottom of internal steps to Gallery
Bar (door at stage end)
Band Room (newest dressing room)
Stage Door (back door)
East Door from Auditorium
East Door from Gallery

Location of Fire Extinguishers

Water: (white label)	Foyer next to Box Office Bar at bottom of Gallery steps Bar outside disabled WC Auditorium by door to Bar Auditorium by exit door Stage – stage left and stage right (downstage) Band Room Dressing Rooms 1 & 2 Props Corner to right of door entry to Dressing Room 1 Outside Kitchen door Gallery by exit doors Studio on left as you enter Little Barn on left of main doors on exit
CO2: (black label)	Stage – stage left Kitchen Lighting Box
Fire Blankets:	Stage – stage left and stage right (downstage) Outside Kitchen door Kitchen Dressing Rooms 1, 2 and 3 Studio above sink Little Barn kitchen

Location of Fire Hydrants

- The Willows, 15 Bluehouse Lane – 100M west of Theatre
- Junction of Bluehouse Lane and Gresham Road – 160M east of Theatre



Emergency Lights

These operate automatically whenever there is a power failure.

Regular Functional Testing:

A functional check, namely that the auditorium lights (6) and the red charging indicators on each exit and emergency light fitting (17) are lit, is carried out by the Duty Manager before each performance.

Periodic Testing:

Testing for sustained emergency operation is carried out in accordance with BS5266 as follows:

Monthly – test for a period not exceeding fifteen minutes

Six monthly – test for a period of at least one hour

Annually – test for the full-required duration of three hours

Annual testing will normally be carried out to coincide with the annual inspection. Neither the six monthly nor the annual test should be carried out within twenty-four hours of a performance and the system should be checked again for functional operation twenty-four hours after these tests.