

## **BARN THEATRE - FIRE SAFETY BRIEFING FOR FRONT OF HOUSE STAFF**

### ***This must be carried out before each performance***

The Auditorium Ushers must be briefed on their role – details are at the end of this document.

Smoking is not permitted anywhere on the Theatre premises.

The Duty Manager is the designated Fire Coordinator at all performances and is responsible for any Emergency Evacuation and works with Emergency Services when in attendance.

Fire Marshalls/Wardens: (responsible for maintaining a safe environment and assisting in an Emergency Evacuation)

Trustee/Directors at all times

Theatre staff at performances –

Duty Manager

Front of House Manager

Auditorium Ushers (2) – downstairs auditorium only

Stage Manager

Lighting Operator

Sound Operator

### **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

**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