

Holybourne Theatre

FIRE EVACUATION PROCEDURE

NON-SHOW Evacuation Procedure

(Inc rehearsals and set ups)

ON DISCOVERING A FIRE

1. Immediately raise the alarm by shouting “FIRE!” and by activating the nearest alarm point.
2. In the event of a fire, all Holybourne Committee members in attendance will become Fire Marshalls. If no Committee members are present, then the event organiser will become the Fire Marshall and may request others to assist.

ON HEARING THE FIRE ALARM (“FIRE! FIRE! FIRE”! or ALARM SOUNDING)

3. Exit the building by the nearest available escape route and assemble alongside the west fence. Do not run, remain calm and bring others with you as you leave the premises.
4. Fire Marshalls should guide evacuated personnel out of the property to the assembly points and prevent them re-entering the building. It is important that people are kept at the assembly point so that they do not interfere with firefighting operations.
5. DO NOT stop to collect personal belongings.
6. DO NOT re-enter the building until given the all clear by the Fire Marshall or fire service.
7. If safe to do so, Fire Marshalls should conduct a sweep of the building to confirm all persons are evacuated. If attendance lists are available, these should be checked.
8. Unless it is obvious that there is a fire, Fire Marshalls should safely investigate the source of the alarm to establish if it is a fire or a false alarm.
9. If a fire exists or is suspected to exist then Fire Marshalls should ensure the fire service has been called by dialling 999 or 112. (During such time of this investigation the evacuation of the building should be initiated and continued throughout).
10. If the Fire Marshalls are certain that there is no fire and no suspicion of fire then the building can be re occupied and there is no need to call the fire service.
11. On arrival of the fire and rescue service, Fire Marshalls should give all available information to the senior fire officer. In particular reporting any areas that could not be confirmed as unoccupied.
12. No one is permitted to remove their car from the car park until instructed to do so by the Fire Marshalls or fire service.

Fighting the Fire

13. In the event of fire being discovered, the above fire procedure should always take priority. After raising the alarm and calling the fire and rescue service, attempts may be made to fight the fire with equipment provided, if:

- Trained staff are available for the purpose;
- It is deemed safe to do so;
- Such action is likely to contain or extinguish the fire;
- It is likely to have a direct and immediate effect in protecting life.

SHOW Evacuation Procedure

(Where an audience is present)

At each performance, the Front of House (FOH) manager will appoint a Fire Marshall or assume the duties themselves. The Fire Marshall will remain responsible one hour prior to performance until thirty minutes after the performance has finished, and may appoint deputies to cover different areas of the theatre.

ON HEARING THE FIRE ALARM

The FIRE MARSHAL will collect the SIGNING IN BOOK and AUDIENCE TICKET SALES LIST and proceed to the auditorium to supervise the evacuation.

The Tech Team will raise the auditorium lights and play the evacuation message if it is safe to do so.

1. All staff / stewards / volunteers will proceed to direct the public out of the building via the fire escape routes to the assembly point and prevent them re-entering the building, paying particular attention to wheelchair users, the elderly or infirm. It is important that people are kept at the assembly point so that they do not interfere with firefighting operations.
2. DO NOT stop to collect personal belongings. Do not run, remain calm and bring others with you as you leave the premises.
3. DO NOT re-enter the building until given the all clear by the Fire Marshall or fire service.
4. If safe to do so, the Fire Marshall should conduct a sweep of the building to confirm all persons are evacuated. If attendance lists are available, these should be checked.
5. Unless it is obvious that there is a fire, the Fire Marshall should safely investigate the source of the alarm to establish if it is a fire or a false alarm.
6. If a fire exists or is suspected to exist then the Fire Marshall should ensure the fire service has been called by dialling 999 or 112. (During such time of this investigation the evacuation of the building should be initiated and continued throughout).
7. If the Fire Marshall is certain that there is no fire and no suspicion of fire then the building can be re occupied and there is no need to call the fire service.
8. On arrival of the fire and rescue service, the Fire Marshall should give all available information to the senior fire officer. In particular reporting any areas that could not be confirmed as unoccupied.
9. Audience members are permitted to go home if they wish but not if they need to remove a car from Theatre premises.

Fighting the Fire

10. In the event of fire being discovered, the above fire procedure should always take priority. After raising the alarm and calling the fire and rescue service, attempts may be made to fight the fire with equipment provided, if:

- Trained staff are available for the purpose;
- It is deemed safe to do so;
- Such action is likely to contain or extinguish the fire;
- It is likely to have a direct and immediate effect in protecting life.

General Good Practice to avoid potential problems

Any person having concern regarding fire safety, especially having identified a particular hazard, must ensure that it is brought to the attention of a Committee member as soon as possible.

In particular;

- 1) All Passageways, doors and exits **MUST** be kept clear
- 2) Keep marked fire doors closed
- 3) Be aware of where fire-fighting equipment is kept and what it is used for
- 4) Keep areas clean and tidy and remove any rubbish regularly
- 5) Fire safety checks are made quarterly in addition to checks before every performance.
- 6) The fire alarm system is tested weekly and firefighting equipment is inspected annually. The fire extinguisher maintenance company is 3MG Fire Protection Ltd. The emergency lighting system is tested monthly. All tests are dated and recorded in a log book.
- 7) Any outbreak of fire, however slight, or any false alarm must be reported to the Committee, recorded and investigated.
- 8) A fire alarm test will be conducted at least once during rehearsals for every show.



