

# **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 assume the duties of Fire Marshall for the public areas of the building (new foyer, new toilets and auditorium), and the Stage Manager will assume the duties of Fire Marshall for all other areas. When children are performing, one of the chaperones will be appointed Fire Marshall for the areas where children are present. All Fire Marshalls 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 FOH 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 Marshalls or fire service.
4. If safe to do so, the Fire Marshalls 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 Marshalls 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 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).
7. 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.
8. On arrival of the fire and rescue service, the Fire Marshalls 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.

## **Fire Safety Policy for People with Accessibility Needs**

This policy outlines the procedures for ensuring the safety of people with accessibility needs in the event of a fire at Holybourne Theatre, in accordance with the UK Fire Safety Act 2021. It details how these individuals will be hosted and the necessary arrangements for evacuation.

### 1. Policy Statement:

Holybourne Theatre is committed to providing a safe and accessible environment for all patrons, including those with accessibility needs. This policy aims to ensure the safe and timely evacuation in the event of a fire or other emergency. We recognise that individuals may have varying needs, and we will endeavour to accommodate these to the best of our ability.

### 2. Responsible Person:

The designated responsible person for fire safety at Holybourne Theatre is responsible for:

- Implementing and maintaining this fire safety policy.
- Ensuring regular fire risk assessments are conducted and acted upon.
- Providing fire safety training to all staff, including specific training on assisting people with disabilities.
- Maintaining fire safety equipment and ensuring it is in good working order.
- Overseeing evacuation procedures, including those for people with accessibility needs.
- Liaising with the local fire authority.

### 3. Hosting and Information Gathering:

- **Booking/Ticketing:** When booking tickets, patrons are encouraged to inform the theatre of any accessibility needs that may require specific assistance in an emergency. This information will be treated confidentially and used to personalise evacuation plans where possible.
- **Arrival:** Upon arrival, patrons with accessibility needs should make themselves known to a member of the front-of-house team. Staff will confirm the location of accessible exits and discuss any specific needs or concerns. A brief explanation of the evacuation procedures will be provided.
- **Seating:** Seating will be allocated, where possible, to facilitate easy access to exits, taking into account the individual's needs. Staff will be available to assist patrons to their seats.

### 4. Evacuation Procedures:

- General Alarm: Upon the sounding of the fire alarm, all patrons will be directed to evacuate the building via the nearest designated fire exit.
- Assistance for People with Accessibility needs:
  - Mobility Impairments: Staff will provide assistance to individuals with mobility impairments where a carer is not available or able to assist. This may include guiding them to accessible exits.
  - Visual Impairments: Staff will provide verbal instructions and physical guidance to individuals with visual impairments, ensuring they are safely escorted out of the building.
  - Hearing Impairments: Staff will use visual communication methods, such as gestures and written instructions, to communicate with individuals with hearing impairments. The fire alarm system includes visual alerts.
  - Other Disabilities: Staff will be trained to respond appropriately to the needs of individuals with other disabilities, such as cognitive impairments, epilepsy, or autism. Communication and understanding are key.
- Communication: Clear communication is crucial during an evacuation. Staff will be trained to communicate effectively with people with various disabilities, using appropriate methods.
- Post-Evacuation: Once outside the building, a designated assembly point will be established. Staff will ensure all patrons, including those with disabilities, are accounted for.

#### 5. Training:

All staff will receive regular fire safety training, including specific training on:

- Fire prevention and detection.
- Evacuation procedures, including those for people with disabilities.
- Use of fire safety equipment.
- Communication techniques for people with various disabilities.
- Awareness of different types of disabilities and their potential impact on evacuation.

#### 6. Review and Monitoring:

This policy will be reviewed and updated annually or more frequently as required by changes in legislation or best practice. Regular fire drills will be conducted to test the effectiveness of the evacuation procedures and identify areas for improvement. Feedback from patrons with disabilities will be actively sought and used to improve the policy and procedures.

# 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.



