

Fire Evacuation Procedure

The appointed Fire Marshall is the CEO and, in their absence, the Operations Manager will act as his deputy, in their absence the Marketing Officer will act as their deputy and in their absence the Marketing Assistant will act as their deputy, and in their absence the Venue Technician will act as their deputy. In extenuating circumstances, a Duty Manager can be nominated, and they will act as the Fire Marshall.

On discovering a fire, the alarm shall be raised by breaking the nearest Break Glass Call Point and the Fire Marshall will contact the Fire Brigade, putting on the high vis Fire Marshall vest located in Room 2 (General Office).

Everyone will leave the building by the nearest exit with staff (including volunteers) assisting all customers and visitors to ensure that they know where to go.

Everyone will proceed to the assembly point (The Playground to the rear of the building) where the Fire Marshall will check that everyone is accounted for.

If safe, the Fire Marshall will check that all areas of the building are clear. If it is not possible for a particular area to be checked the Fire Marshall will inform the Fire Brigade on their arrival.

If a fire occurs whilst a performance is in progress the Volunteer on duty outside the auditorium will break the nearest Break Glass Call Point and the Duty Manager will contact the Fire Brigade.

The Duty Manager will then enter the auditorium and ask the audience to leave the building by the nearest emergency exit. Volunteers on duty will assist with the evacuation, guiding people to the nearest emergency exit and reassuring people where appropriate.

Those in wheelchairs, or with mobility difficulties, should be evacuated last to ensure that the auditorium is evacuated as quickly as possible, with Volunteers on hand to assist them as they leave or access an equally safe exit route.

Please note you should only attempt to fight a fire if there is no risk to your personal safety and if you feel competent to use the firefighting equipment provided.

Updated by *Operations Coordinator*
Date: Thursday, 15 August 2024

Approved by The Board
Date: 9th July 2024

By signing this I confirm that I have been taken through and understand the Fire Evacuation Procedure for The Phoenix Theatre & Arts Centre including my part in any evacuation of the building in the event of a fire.

I have been shown the location of the break glass points, fire extinguishers and fire exits.

I have read and understand the Health and Safety Policy and Fire Risk Assessment.

I will report any concerns I have regarding Health & Safety or Fire Risk to the CEO/Duty Manager immediately.

Name: