

PHOENIX ARTS – FIRE EVACUATION PROCEDURE (Updated 2026)

1. Fire Management Responsibility

The appointed Fire Marshal is the CEO. In their absence, responsibility will pass in the following order:

- Operations Manager
- Marketing Officer
- Venue Technician
- Marketing Assistant

In extenuating circumstances, a Duty Manager may be nominated and will assume the role of Fire Marshal.

2. Raising the Alarm

- On discovering a fire, immediately raise the alarm by activating the nearest Break Glass Call Point.
- The Fire Marshal (or nominated deputy) will:
- Contact the Fire & Rescue Service (dial 999)
- Put on the high-visibility Fire Marshal vest (located in Room 2 – General Office)

3. General Evacuation Procedure

- All persons must leave the building immediately via the nearest safe exit.
- Staff and volunteers must:
- Assist visitors and audience members
- Direct individuals to the nearest safe exit
- Provide reassurance where necessary
- Do **not** stop to collect personal belongings.

4. Assembly Point

The designated assembly point is:

The Playground/ Car Park to the rear and furthest away of the building

The Fire Marshal will:

- Conduct a roll call (where possible)
- Confirm all areas are clear if safe to do so
- Inform the Fire & Rescue Service of any persons unaccounted for or areas not checked

5. Evacuation During Performances

The Duty Manager or Volunteer positioned outside the auditorium will activate the alarm.

The Duty Manager will:

- Contact the Fire & Rescue Service
- Enter the auditorium and instruct evacuation

Volunteers will:

- Guide the audience to exits
- Assist with orderly evacuation

6. Assistance for Persons with Disabilities or Reduced Mobility

Evacuation procedures must comply with **Personal Emergency Evacuation Plans (PEEPs)** where applicable.

Wheelchair Users / First Floor Assistance

- A designated refuge point is located on the first floor.
- Individuals requiring assistance must:
- Use the first-floor emergency call point to alert staff of their location

Staff must:

- Immediately inform the Fire Marshal of the person's location
- Ensure the Fire & Rescue Service is notified upon arrival

Evacuation Chair (First Floor)

A **trained member of staff** must operate the evacuation chair.

The evacuation chair must:

- Only be used by trained personnel
- Be used to safely assist individuals down the stairs where appropriate

Under no circumstances should untrained persons attempt to use the chair.

7. Lift Evacuation Procedure

Lifts must not be used during a fire evacuation.

If a person is inside the lift:

- The Fire Marshal must be informed immediately
- The Fire & Rescue Service will manage the rescue

Lift systems should default to ground floor where applicable (if designed to do so safely)

8. Priority and Safe Evacuation Principles

The building should be evacuated quickly and safely.

Where necessary:

- Individuals with mobility impairments may be evacuated after the main flow to reduce congestion **only if they are in a place of relative safety (e.g., refuge area)**.

Staff must never place themselves or others at risk.

9. Firefighting Equipment

Fire extinguishers may only be used:

- If the fire is small and contained
- If there is **no risk to personal safety**
- If the individual is trained and confident in their use

Evacuation always takes priority over firefighting.

10. Staff Responsibilities

All staff and volunteers must be familiar with:

- Fire exits
- Alarm points
- Firefighting equipment
- Understand their role in an evacuation

Report any fire safety concerns immediately to the CEO, Operations Manager or Duty Manager on site.

11. Training and Compliance

All staff must receive **regular fire safety training**, including:

- Use of evacuation chairs (where relevant)
- Disability evacuation procedures (PEEP awareness)

Fire drills must be conducted periodically in line with current regulations.

Updated by *Operations Coordinator*
Date: Friday, 15 May 2026

Approved by The Board
Date: 15th May 2026

Approval and Acknowledgement

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 understood 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/Operations Manager or Duty Manager immediately.

Name: