

Fire Action

The location fire actions should be followed. If none are available, follow these actions, adding location information. Responsible Person shall ensure that Fire Wardens are appointed as appropriate.

In event of fire

- **Raise the alarm** using a call point or clearly calling **“Fire! Fire! Fire!”**.
- **Call the Fire Brigade** by dialling **999** or **112** on your mobile phone, and say clearly **“Fire at”**

Name, address, postcode of current location

- **Notify** any other occupiers on site.
- **If safe to do so** without taking excessive risk
 - **Turn off gas and electricity.**
 - **Use fire extinguishers.**

If the fire alarm is heard

- **Leave building** by nearest exit.
- **Do not stop** to collect personal belongings.
- **Go to the assembly point**

An outside location clear of traffic

- **Do not re-enter** the building until authorised by the Fire Warden or Fire Brigade.

Emergency Procedures

In Advance

For each session (e.g. rehearsal, performance) one or more responsible persons shall be appointed to ensure safety, and to take control in the event of an emergency. This is typically the Director at a rehearsal, and the Front of House (FOH) Manager (for audience) and Stage Manager (SM) (for cast and crew) during a performance.

The responsible persons shall familiarise themselves with the location and any local procedures and equipment. They shall brief their staff, cast and crew on the emergency and evacuation procedures and fire equipment, and appoint and train additional fire wardens as appropriate.

All present shall be made aware of the emergency exits and assembly points. Audiences need not be briefed provided there are sufficiently briefed staff to assist in any emergency.

All exits, gangways and escape routes must be kept clear at all times. Hazardous materials are prohibited without prior approval and risk assessment.

If a fire or other threat is detected, or the evacuation alarm sounds:

When no audience is present:

- Follow the posted Fire Action notices and raise the alarm.
- The responsible person shall
 - Evacuate the premises (see below)
 - Notify the emergency services by calling 999 (or 112)
 - Arrange for emergency crews to be directed if necessary.

While an audience is present:

- Pass the alarm by voice to the responsible person (usually SM).
- The responsible person shall
 - Stop the performance, avoiding any undue panic
 - Call for an evacuation (see below).
 - Set off the alarm using a call point if necessary
 - Notify the emergency services by calling 999 (or 112)
 - Arrange for emergency crews to be directed if necessary.

If safe to do so without risk of personal injury, small fires can be tackled with appropriate fire extinguishers. However, do not delay audience evacuation.

Evacuation

High-visibility waistcoats are available, and should be worn for identification purposes by those staff supervising the evacuation.

Calmly and quickly guide people to use any available exit, directing people away from any danger. Wheelchair users and other less mobile people shall wait until others have left first, to avoid delays.

In the event of a bomb threat or precautionary evacuation, personal belongings should be taken with them to assist in searching the venue (but **not** if it delays evacuation).

In the event of a fire or other imminent emergency, personal belongings shall be left behind to ensure a rapid evacuation.

Evacuate to the assembly point. Keep out of the way of emergency vehicles.

Where possible and without risking injury, windows and doors shall be closed, and gas & power turned off. Leave lighting on.

The responsible persons shall ensure all people have left the building by searching all areas (without taking unnecessary risk), and cross-checking those at the assembly point against those known to be in the building.

Do not allow anyone to re-enter the premises until cleared by the emergency services.

Medical Incidents

The location actions should be followed. If none are available, follow these actions. Responsible Person shall ensure that any First Aiders are identified. Record incidents in Accident Book.

In an Emergency

- **Call 999** or 112 on your mobile phone, and clearly state “**Medical Emergency**”, giving its nature and location:

Name, address, postcode of current location

- Remain calm, provide reassurance, and keep others away.
- Provide First Aid to your level of competence until help arrives.

Minor Injuries

- Remain calm, provide reassurance, and keep others away.
- Provide First Aid to your level of competence.
- Refer the injured to further appropriate treatment.

Medical Incident Procedures

In Advance

For each session (e.g. rehearsal, performance) one or more responsible persons shall be appointed to ensure safety, and to take control in the event of an incident. This is typically the Director at a rehearsal, and the Front of House (FOH) Manager (for audience) and Stage Manager (SM) (for cast and crew) during a performance.

The responsible persons shall familiarise themselves with the location and its local procedures and equipment, such as First Aid kits and rooms. They shall brief their staff, cast and crew on the emergency procedures and equipment, and identify qualified First Aiders.

Hazardous items and materials are prohibited without prior approval and risk assessment.

In the event of a medical incident

In emergencies, or if unsure, call an ambulance by dialling 999 or 112 on a mobile.

First Aiders may make use of First Aid kits. We cannot by law provide any form of medication (such as pain-killers).

For anything other than trivial injuries, qualified medical help shall be sought.

The injured can be referred to local medical services.

It is also possible to ask if there are any doctors or trained paramedics present amongst the cast, crew or audience, or if there are any venue staff who are suitably trained. If in doubt, treat as an emergency.

Inform the responsible person of any incidents. All injuries shall be recorded in the Accident Book

Please report if any of the contents of First Aid kits are used so that they can be replaced.