

Fire Evacuation procedures for Hirers of Belper Community Theatre

Before you entered the building for your hire the caretaker on duty will have established that the fire doors/exits are working. The fire alarm will have been tested the previous Monday.

As hirer you must make sure that you understand and do the following as you are responsible for the safe exit of all the people at your event.

1. Make sure that **you know** the Emergency Escape Routes from the Theatre/Hall to the Fire Assembly Points before the bulk of the people arrive.
 - **From the Hall** they are from either side of the stage through to the outside and then moving to the right following the service road around the back of the Sports Centre to the Fire Assembly Point at the front of school.
or
Through the main entrance to the foyer and out through the Community Theatre Entrance/Exit doors to the Fire Assembly Point by the main path at the front of school.
 - **From back stage** the fire escape routes are through the fire door at the back of the stage and from the Dance Studio.
 - **From the dressing rooms** it is through the Dance Studio or if this is impossible then through the key compartment glass window in the dressing room area.
 - **From the lighting gallery** it is through the fire doors and then via the fire doors at the back of the stage (on either side of the stage).

PLEASE DO NOT RE-ENTER THE BUILDING

2. Tell all of your 'staff' what to do and how they can leave the building if there is a fire alarm.
3. **Before the start of the performance**, tell the audience where the fire exits are and where the Fire Assembly Points are located.
4. Tell them that there is no fire alarm scheduled during the performance.
5. Tell them all that if the fire alarm sounds they must leave the building calmly by the nearest exit and to gather at the Fire Assembly Point which is at the front of the building.
6. Then check that the caretaker has either found the fault or rung the fire service.
7. If anyone detects a fire they must activate the nearest call point by pressing the glass panel.