

Non performance evacuation

The Fire Alarm Sounds

Box Office and Cafe & Bar Staff

Request any public leave FOH areas



Café & Bar staff to switch off cooking appliances if safe to do so



Box Office staff to collect muster point sign and head to muster point



Café & bar staff to assist DM in sweeping FOH if practical and safer



Staff to head to muster point

Daytime Duty Manager

Check nearest fire panel for location of alarm



Physical check of alarm location if safe & comfortable to do so



Attend FOH and sweep area if practical and safe



Ensure FOH staff have evacuated to muster point



Provide any First Aid as required



Advise NW2 of alarm



Roll call any visitors at muster point



Make emergency services call



Await their arrival, inform of the situation and follow their requests

Office & Backstage staff

Leave building and assemble at muster point



1st person exiting stage door takes pictures from the in board & distribute to all staff



1st person exiting stage door takes pictures from the in board & distribute to all staff



Assist DM as required and wait for DM to approve re-entering the building