

Performance Evac: Duty Manager

Fire panel code: 1529

**Collect High Vis, Torch and Mobile
Phone & Emergency Clipboard**



**Go to fire panel and inform DT as to source
of alarm and advise safe exit routes.**

Do not silence or reset alarm



Advise FOH staff/Ushers of any unsafe areas



Head to stage and remain here until auditorium is clear



**DM to complete full FOH sweep, including all rows
in auditorium, toilets etc**



**DM to head to front doors, meet DT who will inform if
backstage is clear and staff/company are accounted for**



Await Emergency Services - Once arrived inform
them of what you know and await their instruction



**Once decision taken on next steps, DM to inform staff
and ushers at Muster point. DM to inform audience**