

Emergency Evacuation Procedure - production in progress

In the discovery of an event requiring an evacuation of the building the responsible officers are the Duty Manager (DM) and the Stage Manager (SM). Both wear identity badges and hi vis jackets in the event of an emergency. The DM/SM and Tech Box personnel can communicate through the headsets. After evacuation the headsets will continue to work between wearers outside the building, so keep them on.

Either of them must be advised of the event and it is their responsibility to communicate and coordinate with each other.

The DM will:-

- Ensure a person is appointed to make an evacuation announcement from the stage
- Switch on the auditorium working lights if there is a production in progress
- Nominate other personnel to steward the fire exits and co-ordinate the assembly point
- Direct people to the relevant fire exits
- Sweep the building on the ground floor, including toilets and cellar
- Make safe as far as is relevant and practicable
- Collect the booking in records and the patrons booking list
- Attend at the assembly point
- Liaise with the emergency services
- Discharge the assembly

The SM will:-

- Instruct the tech box to bring in the house lights
- Sweep the backstage area and first floor level of the building
- Direct people to the relevant fire exits
- Make safe as far as is relevant and practicable

The Tech Box will make safe as far as is relevant and practicable, evacuate themselves and attend at the assembly point to assist with the assembly.

GBT personnel will steward the emergency exits and direct people to the assembly point.

Emergency Evacuation Procedure

General Use

1	For each use of the building which is not a production there will be a responsible person. For example, the production Director for rehearsals, the person who has made the hire. The person must ensure that all people present in the building are aware they are the responsible person.
2	The responsible person must ensure that the relevant emergency exit doors are opened at the commencement of useage, as set out in the Users Charter.
3	The responsible person must be familiar with;- <ul style="list-style-type: none"> ● who is in the building under their use and of their whereabouts in the building ● the content of the fire safety notices erected in the premises ● the location of the assembly point.
4	In the discovery of an event requiring an evacuation of the building the responsible person will sweep the parts of the building in use, advise all persons present to evacuate the building by the nearest emergency exit. and direct them to the assembly point at St Stephens Green.
5	Once everyone has been evacuated, call the emergency services, or delegate this task to someone who is already off site.