

# Fire Evacuation Plan

<b>Emergency Evacuation Plan for:</b>	<b>The Blakehay Theatre</b>
<b>Premises address and contact number:</b>	Wadham Street, W-s-M, BS23 1JZ, 01934 645493
<b>Plan date</b>	16/11/16
<b>Review date</b>	May 2017

## Sound of the alarm

The sound of the alarm will be a continuous warning siren in the lighting box this also has a red flashing light when the alarm is sounding.

## Raising the alarm

In the event of a fire beginning:

- If the fire is discovered by a staff member, or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point
- If fire is detected by automatic detectors, this will trigger the fire alarm automatically

## Fire Zones (Relating to the Fire Alarms)

**Zone 1 – Front of House** – Including; Foyer, Stairs, Landings, Box office, Ladies Toilets & Disabled Toilet.

**Zone 2 – Upper Studio** – Including; Archive Room, Managers Office, RAFA Band Office & Corridor.

**Zone 3 – Auditorium & Lighting Box** – Including; Gantry

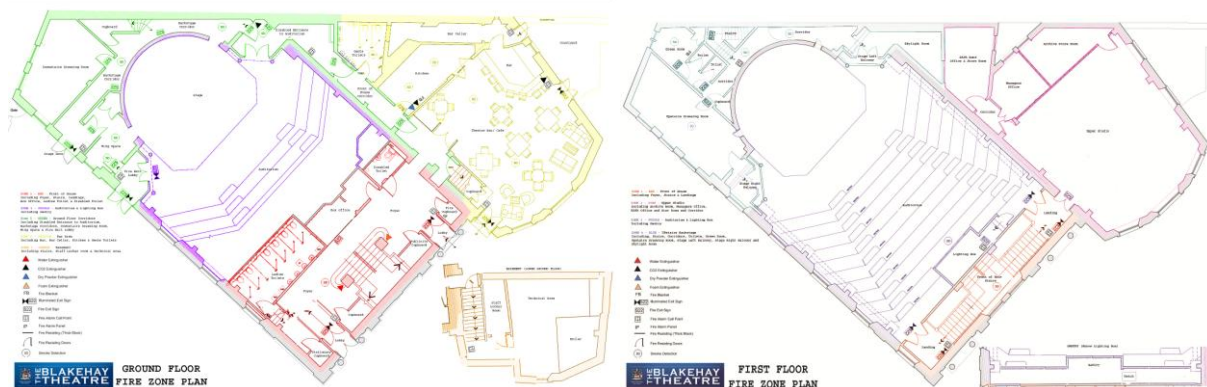
**Zone 4 – Upstairs Backstage** – Including; Stairs, Corridors, Toilets, Green Room, Upstairs Dressing Room, Balcony Stage Left, Balcony Stage Right & Skylight Room.

**Zone 5 – Ground Floor Corridors** – Including; Disabled entrance to Auditorium, Backstage corridors, Downstairs Dressing Room, Wing Space & Fire Exit Lobby.

**Zone 6 – Bar Area** – Including; Bar, Bar Cellar, Kitchen & Gents Toilets.

**Zone 7 – Basement** – Including; Stairs, Staff Locker Room & Technical Area.

## Fire Zone Building Diagrams



## Designating Persons to Fire Marshall Roles

Before the building is used **on any session** a **minimum of 1 person** must be designated to carry out the 'Fire Evacuation Plan'.

In the event of a **public performance** a **minimum of 5 theatre staff** must be designated plus the hirer must be aware of their responsibilities as Designated person 6.

- The minimum of one designated person will be signed in to the 'signing in book' on the box office counter prior to the opening of the building to the public and will be responsible for the evacuation in the event of a fire.

- The responsibilities of each designated person are detailed in this document and it is the responsibility of the designated persons to ensure they maintain full awareness of their designated responsibilities. Regular training is provided.
- Fire Marshalls, having received training in the evacuation procedure, have designated authority to give direction to those without such training.
  - Designated Person 1 – Blakehay Theatre or Weston-super-Mare Town Council Staff
  - Designated Person 2 – Hirer Responsible for Booking
- Persons who are most familiar with the Building and procedures will take priority in the designated roles.
  - Designated person 1 – trained, with experience working in the building
  - Designated person 2 – not trained, with experience working in the building
- During a public Performance the staff rota, showing designated roles for each Public Performance, will be available prior to the performance.
  - Designated Person 1 – Duty Manager – Theatre Staff
  - Designated Person 1 – Duty Manager & Technician – Theatre Staff
  - Designated Person 2 – Box Office – Theatre Staff
  - Designated Person 3 – Front of House 1 – Theatre Staff
  - Designated Person 4 – Front of House 2 – Theatre Staff
  - Designated Person 5 – Bar Supervisor – Theatre Staff
  - Designated Person 6 – Hirer (Designated person backstage)

#### **Action staff/hirers should take on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded/raised:

**ALL ACTIONS OF FIRE MARSHALLS WILL BE CARRIED OUT ONLY IF IT IS SAFE TO DO SO**

#### **DAYTIME OPENING/ NON-PERFORMANCE**

1. Theatre Staff or Hirer if unmanned by Blakehay staff will
  - a. Take charge and lead in the fire evacuation (usually Blakehay Staff)
  - b. Dial 999 or 112 and request attendance by the Fire Service. Gives their name, name of building and address (as on top of this document), contact number and details of fire.
  - c. The Fire Alarm upon sounding registers directly to a monitoring station (Spansec Monitoring 01934 626066). The monitoring station will then call back – if there is no response to confirm a test or false alarm, they will immediately contact the Fire Service.
2. All Visitors and Hirers must sign in and out of the 'Signing In book' (Located on the Box Office counter).
3. Weston College Lecturers will be responsible for their students and have a record of their students in the building as well as completing the 'Signing In book' (Located on the Box Office counter, Weekdays, Term Time)
4. If Weston College HE students are using the building without a lecturer they must sign in and out of the 'Signing In book' (Located on the Box Office counter, Weekdays, Term Time)
5. All Contractors will sign in and out of the Contractors Signing in Book (Located in the interior fire cupboard to the left of the main front door)
6. All Staff must also sign in and out of the 'Signing In book' (Located on the Box Office counter)
7. A sweep of the premises will be carried out by designated persons acting as Fire Marshalls, Public Areas and Toilets will be swept as a priority
8. Staff/Hirer will commence evacuation of the building – ensuring this is done in a calm and orderly manner
9. The building will be swept by the designated staff members, providing assistance to those

needing additional help in evacuating as required

**ALL ACTIONS OF FIRE MARSHALLS WILL BE CARRIED OUT ONLY IF IT IS SAFE TO DO SO**

**RESPONSIBILITIES FOR DESIGNATED PERSONS**

**1 PERSON EVACUATION (Daytime/Non-Performance)**

10. Designated Person 1 – Staff Member, or Hirer if unmanned, will take the lead in the Fire Evacuation
11. Check Fire Alarm (located in the fire cupboard to the left of the main door) and see which zone has been activated.
12. **Dial 999 or 112** and request attendance by the Fire Service. Give your name, name of building and address (as on top of this document), contact number and details of fire (unless confirmation has been received that this has been done by the monitoring station)
13. Collect the '**Signing in Book**' (Located on the Box Office counter), '**Contractor signing in book**' and '**Fire Log Manual**' (On the shelf in the interior Fire Cupboard, located to the left of the main front door).
14. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
15. **Shut off Gas & Electric supplies** (If safe to do so)
16. **Close Doors behind you** (If it can be clearly established no one would be trapped)
17. **Supervise 'Assembly Point'** check all persons currently signed in are accounted for
18. Position yourself in viewing point of the building at a safe distance and ensure that no one re-enters the building and **liaise with the Fire Brigade**.

**5 PERSON EVACUATION** (Public Performance)

The following people will have a wireless communications system that they should keep on at all times; Duty Manager, Box office, Bar Supervisor, Front of house 1, Front of House 2, Hirer (designated backstage person).

In the event of a fire during a performance the emergency code word is "**Mr Sand**" followed by the location of the fire. *For example there is a fire in the Kitchen "Mr Sand is in the Kitchen".*

In the event of a bomb threat and an evacuation is of the building is needed the code word is "**Mr Sands Friend is in the Building**".

Fire Evacuation duties are:

**Duty Manager – Designated Person 1**

1. Check **Fire Panel** for Zone activated.
2. **Announce on Comms where the fire is located and instructions to Evacuate**, or wait for Box Office to give you this information.
3. Make a decision to evacuate and give this information over the comms telling people where the fire is located and inform technician to make public announcement of evacuation.
4. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
5. **Zone 1** Ensure staff are sweeping foyer & toilets
6. **Zone 7 Sweep Basement & Shut off Gas & Electric supplies** (If safe to do so)
7. **Zone 6** Ensure staff are sweeping bar area
8. **Zone 5** Corridors Ensure these are swept
9. **Zone 4** Upstairs Backstage Ensure this is swept
10. **Zone 3** Auditorium Ensure staff is sweeping this checking lighting box has been shut down on your way to the Upper Studio.
11. **Zone 2** Upper Studio sweep this
12. **Zone 1** Foyer Ensure this is cleared and then out the front door
13. Keep in constant contact on the comms with what is happening and make a note that everyone is out.
14. **Close Doors behind you** (If it can be clearly established no one would be trapped)
15. Inform over the comms that you have swept your zone and are out of the building.

16. **Liaise with the Box Office and 'Assembly Point'** check all persons currently signed in are accounted for
17. Position yourself in viewing point of the building at a safe distance and **ensure that no one re-enters the building and liaise with the Fire Brigade.**

#### **Duty Manager & Technician – Designated Person 1**

1. **Wait for Box Office to inform you of Zone information**
2. **Announce on Comms where the fire is located and instructions to Evacuate**, or wait for Box Office to give you this information.
3. Make a decision to evacuate and give this information over the comms telling people where the fire is located.
4. Make public announcement for evacuation, Shut down the Lighting Box closing doors behind you and then make way to Foyer.
5. **Carry out an evacuation sweep of the building** (keeping away from the triggered zone)
6. **Zone 1** Ensure staff are sweeping foyer & toilets
7. **Zone 7 Sweep Basement & Shut off Gas & Electric supplies** (If safe to do so)
8. **Zone 6** Ensure staff are sweeping bar area
9. **Zone 5** Corridors Ensure these are swept
10. **Zone 4** Upstairs Backstage Ensure this is swept
11. **Zone 3** Auditorium Ensure staff is sweeping this
12. **Zone 2** Upper Studio sweep this
13. **Zone 1** Foyer Ensure this is cleared and then out the front door
14. Keep in constant contact on the comms with what is happening and make a note that everyone is out.
15. **Close Doors behind you** (If it can be clearly established no one would be trapped)
16. Inform over the comms that you have swept your zone and are out of the building.
17. **Liaise with the Box Office and 'Assembly Point'** check all persons currently signed in are accounted for
18. Position yourself in viewing point of the building at a safe distance and **ensure that no one re-enters the building and liaise with the Fire Brigade.**

#### **Box Office – Designated Person 2**

19. **If Duty Manager is not available**, Check Fire Panel for Zone.
20. Announce on Comms where the fire has been activated and await instructions from Duty Manager.
21. **Dial 999 or 112** and request attendance by the Fire Service. Give your name, name of building and address, contact number and details of fire (unless confirmation has been received that this has been done by the monitoring station)
22. Shutdown the Box and pick up the comms, main phone and **Signing in Books and Evacuation File** help evacuate **Zone 1 Foyer, Ladies and disabled toilets.**
23. Inform over the comms that you have swept your zone and are out of the building.
24. Meet at Grove Park Car Park and start **making sure everyone is accountable for.**
25. **Liaise with Duty manager**

#### **Front of House 1/Bar – Designated Person 3**

*Before Performance Starts, during Interval and 2<sup>nd</sup> Half*

1. Wait to hear confirmation on the Comms system.
2. **Evacuation of Zone 6 bar, Kitchen** and then the **Gents Toilets** and finally in through the bottom disabled entrance to **Zone 3 Auditorium** and help clear this.
3. **Help in the evacuation of Disabled persons last from the Auditorium.**
4. Leave building and meet at Grove park car park and ensure all persons are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. Liaise with Box Office.

*During 1<sup>st</sup> Half and in Auditorium*

1. Await instructions over the Comms.
2. Help in the evacuation of **Zone 3 auditorium via the Fire exit at the bottom or Top** depending on fire location.
3. **Help in the evacuation of Disabled persons last from the Auditorium.**

4. Leave building and meet at Grove park car park and ensure all persons are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. Liaise with Box Office.

#### **Front of House 2/ Ice Creams – Designated Person 4**

*Before Performance Starts, 1<sup>st</sup> half in bar*

1. Wait to hear confirmation on the Comms system.
2. **Evacuation of Zone 6 bar, Kitchen** and then the **Gents Toilets** and finally in through the bottom disabled entrance to **Zone 3 Auditorium** and help clear this.
3. Leave building and meet at Grove park car park and ensure all persons are safe.
4. Inform over the comms that you have swept your zone and are out of the building.
5. Liaise with Box Office.

*During Interval, 2<sup>nd</sup> Half in Auditorium*

1. Await instructions over the Comms.
2. Help in the evacuation of **Zone 3 auditorium via the Fire exit at the bottom or Top** depending on fire location.
3. Leave building and meet at Grove park car park and ensure all persons are safe.
4. Inform over the comms that you have swept your zone and are out of the building.
5. Liaise with Box Office.

#### **Bar Supervisor – Designated Person 5**

1. Await announcement on Comms where the fire is located and instructions for Evacuation.
2. Evacuate the **Zone 6 Bar, Bar Cellar & Kitchen** shutting this all down.
3. **Help in the evacuation of Disabled persons last from the bar area.**
4. **Take Comms** and Leave the building **shutting doors behind you** and meet at Grove Park car Park assist the Box Office in ensuring people are safe.
5. Inform over the comms that you have swept your zone and are out of the building.
6. **Liaise with Box Office.**

#### **Hirer Backstage – Designated Person 6**

1. Await announcement on Comms where the fire is located and instructions for Evacuation.
2. Evacuate the **Zone 4 & 5 Stage and all Backstage Areas** shutting doors behind you.
3. **Leave the building shutting doors behind you and meet at Grove Park car Park.**
4. Inform over the comms that you have swept your zone and are out of the building.
5. **Ensure all persons from company are accounted for.**
6. **Liaise with Box Office.**

#### **Disabled Evacuation**

1. All members of staff should complete a PEEPS Form for Personal Evacuation
2. There is a sign on the box office window for GEEPS which asks members of the public to inform a member of staff if they will have difficulties evacuating the building in an emergency. Please inform the Duty Manager or Box Office person of where these people will be sitting if not already in the designated wheelchair spaces.
3. Wheelchairs and people of limited mobility are evacuated from the building last to ensure that able bodied personnel can evacuate in a timely manner. Designated person 3 for the Auditorium & Designated person 5 from the bar area will stay with these people and their carer and help them to evacuate last.
4. From the Auditorium it is best to evacuate through the **Backstage Fire Exit (Audience)** if possible but please inform them that this is a cobbled stone exit. If this is not suitable and it is safe to do so, please evacuate through the disabled corridor and out the **Disabled Entrance** at the front of the building.
5. From the Theatre Bar it is best to evacuate through the foyer and out the **Disabled Entrance** at the front of the building. If this is not possible please inform them that there are steps out of the **Theatre Bar Fire Exits** and so lifting maybe a possibility but please do not injure yourself helping someone out.
6. **If it is not possible to remove a disabled person from the building please ensure that they are kept in a safe room far away from where the fire and the doors are closed. Inform the Designated person 1 of the whereabouts of these people so that they can inform the fire brigade on their arrival and then leave the building.** Possible rooms would

be the Disabled Toilet, Theatre Bar, Disabled Entrance Lobby, and Alcove next to Auditorium Fire Exit.

### Escape routes

The escape routes from the building are:

1. **The Main Front Door** – Door opens outwards, second door needs to be unbolted to allow free exit (2 x steps down to the pavement)
2. **The Disabled Entrance Front Door** – Wheelchair Ramp, Push bar, doors opens outwards.
4. **The Theatre Bar Front Exit** - Push handle opens outward, second door needs to be unbolted to allow free exit (2 x steps down to the pavement)
5. **The Theatre Bar Courtyard Exit** - Push bar opens outward, 1 x step down to the courtyard travel along the side of the neighbours building and push handle gate opens outwards into the front garden and then 1 x step up to the pavement and into the Grove park car park.
6. **Backstage Fire Exit (Audience)** - Doors open outwards with push bar (level access onto the cobble lane beside the building, turn left to the street)
7. **Backstage Fire Exit (Performers)** - Door opens outwards push bar, second door needs to be unbolted when backstage is in use, (level access onto the cobble lane beside the building, turn left to the street)

**Plans & Diagrams are attached**

### Fire assembly point

The assembly point is: **GROVE PARK CAR PARK**

### Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire but to evacuate.**

### Location of key safety hazards or other fire related equipment

- **GAS SHUT OFF** – Basement (On the wall to the left at top of stairs, Backstage by Backstage Fire Exit. – Zone 7 & Zone 5)
- **ELECTRICITY SHUT OFF** – Basement – Zone 7
- **LOCATION OF FIRE ALARM PANEL:** Interior Fire Cupboard to the left of the main front doors (on the wall directly on the right) – Zone 1

### Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 1 member of trained staff is needed on duty or Hirer aware of the Evacuation procedure.
- Between 10:00am and 2:00pm on Tuesday to Saturday (there will predominantly be one member of staff from The Blakehay)
- At times when a public performance is being held there will be predominantly at least 5 staff on duty (only exception would be short notice absences with no cover available)

### Equipment needed to effect the emergency plan

Dedicated Communications System to communicate with others around the building

Main Wireless phone for staff to communicate with the Fire Service, one another and any related sites i.e. Grove House. (Located in the box office but accessible from the foyer.)

**Back up arrangements**

Detail back up arrangements in the event of fire alarm failure or staff absence etc

- If there is an insufficient number of staff available to evacuate and sweep the building the building will not be open to the public (a small number of volunteers may be admitted if they are aware of the evacuation procedure)
- Fire Alarm testing to be carried out weekly
- Fire Evacuation Drill to be carried out twice a year
- There is a separate alert bell which sounds if the fire panel has a problem or the signal to it is interrupted
- If staff are aware that the Fire Alarm should be sounding but is not they will ensure any production sound or music is shut down and then verbally alert people to evacuate the premises

**Responsibilities**

For ensuring plan is up to date	Sally Heath – Theatre Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	Sally Heath – Theatre Manager
For training staff on the evacuation plan and in their roles and responsibilities	Sally Heath – Theatre Manager

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site