

### Evacuation and Fire - Policy and Procedure

#### General Statement

KLOS is a responsible amateur dramatic society and takes its fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to members, non-member volunteers, audiences, sub-contractors and general visitors (Here after referred to as **relevant persons**) under The Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy forms part of our overall health and safety policy.

#### Duties

All **relevant persons** have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to comply with all aspects of the health and safety policy, especially the evacuation procedures. They will also co-operate fully with the school and comply with all policies and procedures prepared by the school management (as shown below) concerning fire safety.

#### New members and non-member volunteers

New members and non-member volunteers are provided with written information on fire safety in the joining pack that is given to them by the Membership Secretary when they are accepted as members or volunteers of KLOS.

#### Existing relevant persons

Existing relevant persons are provided with information on the updates to fire safety procedures that are prepared either as a result of the annual audit or on recommendations made either by the local fire safety officer or following any incident that found the existing procedures to be inadequate.

#### Visitors and Sub-Contractors

Visitors and Sub-Contractors are instructed verbally in the fire safety precautions by the Health and Safety Officer or Lead Person who informs them of the fire safety drill, instructs them to sign the register, shows them the fire exits and the assembly point to be used in the event of an incident.

## Communication

KLOS will keep all **relevant persons** informed of any changes that are made to our fire safety procedures and fire risk assessment. KLOS will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## Procedures. (Outlined by school policy)

The school will maintain all safety signs, extinguishers, emergency bolts etc. in a safe condition. It holds the organiser of the event for which the premises are being hired responsible for the safety of the participants using the building and equipment hired (e.g. KLOS)

For the duration of the Hire the user (KLOS) must ensure the following: -

1. Emergency exits, fire extinguishers and alarm points are not obstructed.
2. No gas cylinders or canisters are used inside the premises or on the school grounds.
3. Combustible materials are not placed adjacent to heat sources
4. Equipment is used for the purpose it was designed for.
5. Electrical equipment is PAT tested and complies with the British standards then applicable.
6. Flammable or hazardous substances are not to be used.
7. No open fires, candles or unauthorized electrical equipment will be used on the premises.

The school requires that the following notice (shown below) must be read out at each performance of a show, play or pantomime.

“The school and KLOS attaches great importance to your health and safety whilst you are on these premises and so in the event of a major emergency e.g. a fire, you will know what to do – please listen carefully to the following short explanation procedure.”

In the event of an emergency, (You will hear a continuous bell ringing please vacate the premises in an orderly fashion. You should vacate the premises via the nearest exit (show the audience where the exits are) and assemble on the school carpark away from the building. You may collect your vehicle **only** when the Fire Service says that it is safe to do so. **DO NOT TRY TO GET YOUR VEHICLE OFF SITE WHEN ALARMS SOUND. YOU WILL PUT OTHERS AND YOURSELF IN DANGER AS ALL ENTRANCES WILL BE NEEDED FOR GETTING THE FIRE SERVICE VEHICLES ON SITE. SO BE AWARE THAT THEY WILL BE COMING ON SITE POSSIBLY AT SPEED.**

## **Actions taken by KLOS to ensure fire safety.**

KLOS have introduced the following procedures in order to comply with the school's requirements and to maintain high standards of fire safety: -

- a fire risk assessment concerning our activities for each main show and pantomime will be undertaken and this will be reviewed should any change of activity be planned. These may include alterations to the scenery and pyrotechnics.
- the fire evacuation procedures will be practiced at least annually
- training will be provided as necessary to anyone given extra fire safety responsibilities, such as fire wardens.
- **only persons** who have been **trained** in the use of fire extinguishers should use them to fight a fire.
- all new persons forming part of KLOS will be provided with induction training on the fire policy particularly how to raise the alarm and the available escape routes
- all **relevant persons** will be advised that all escape routes have been clearly signed by the school and must be kept free from obstructions at all times
- all **relevant persons** will be advised that the fire alarm is the school bell. When activated, everyone (except those with special designated duties) should leave the building immediately by the nearest exit. **Do not stop to collect anything.**
- whilst all fire-related equipment will be regularly serviced and maintained by the school. All relevant person will be advised that if they notice defective or missing equipment, they must report it immediately to the **lead person**. Frequent checks will be made to ensure that the location of all fire extinguishers are known. The school will ensure alarm systems are tested regularly.
- any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting
- this policy forms part of member's conditions of membership. Failure to comply may be treated as a disciplinary matter.
- from time to time all **relevant persons** using the building will be reminded of the need to remain alert to the potential of a fire and what they must do in the case of an outbreak
- before each performance or during the time that the premises are occupied all **relevant persons** will be reminded that marked exits must be kept clear of all obstructions such as chairs, boxes etc.
- all marked fire exits will be checked prior to each performance or during the time that the premises are occupied to ensure that they are unlocked
- fire drills will be carried out at irregular intervals and all persons' present shall treat the fire drill in a proper manner and assemble at the nominated fire assembly point. In the case of an actual emergency the **front of house manager** or **lead person** will delegate a person to contact the fire brigade (normally the person manning the ticket sales in the reception) and ensure that the nominated person gives feedback when it has been done. The location

and name of the school is Kinver **High School, Enville Street, Kinver, Stourbridge, DY7 6AA. Tel. 01384 686900**

- Fluorescent tabards will be provided to all fire marshals.

## **PROCEDURES IN THE EVENT OF A FIRE**

There must be a register to sign in and out for ALL cast, crew, lighting, sound, orchestra, chaperones and front of house helpers. The list for performers and back stage crew will be kept at the back-stage refreshment station. The list for Front of House and sound/lighting crew will be kept in the kitchen. The school caretaker on duty is the chief fire marshal. When an evacuation is deemed necessary the person in charge of each area will remove the register and carry out a check of all attendees on it so as to account to the fire brigade for any missing persons and their possible location.

### **On discovering a fire**

If you discover a fire raise the alarm immediately and operate the nearest break glass call point. These are clearly marked throughout the building. They are small red boxes and the glass has to be broken. Alert the Front of House manager immediately. The Front of House manager will arrange for the fire code (currently John Bull) to be announced from the lighting box to alert all fire marshals to take up their posts. Once the fire alarm has been activated there will be a continuous ringing noise. If you have been **trained in the use of fire extinguishers** and feel that it is safe to do so, attempt to fight the fire using the equipment provided. Do not put yourself at any personal risk. **The danger is not only from flames but also from heat, smoke, harmful gases and lack of oxygen.**

### **Take the appropriate action as shown below: -**

- if you find yourself using more than one extinguisher – **evacuate immediately.**
- if you cannot deal with the fire, **evacuate immediately.** Ensure that no-one is left in your area and close any doors behind you
- do not stop to collect personal belongings
- play your part in the roll call so you are safely accounted for.
- all those evacuated should go direct to the assembly point on the main or rear car park. Stand well away from the building
- Re-admittance to the building can only begin when the Fire Service gives permission.
- **THE FIRE SERVICES ARE NOT CALLED AUTOMATICALLY. USE DEDICATED LAND LINE OR MOBILE TO CONTACT THE EMERGENCY SERVICES. IF USING A SCHOOL LAND LINE DIAL 9 FOR AN OUTSIDE LINE BEFORE 999.**

## What must happen if you hear the Fire Alarm

### Non PUBLIC performances

- If you hear the alarm it must be assumed there is an emergency.
- immediately leave using the nearest available fire exit
- report to the assembly point for a roll call
- if you are with a visitor, ensure they accompany you.
- The person in charge will carry out a roll call.

### During Performances

1. The house lights will be illuminated; the **back-stage manager** will stop the show and the main stage curtains will be closed.
2. A pre-nominated Front of House staff member (using a microphone kept in the lighting box) will announce to the audience the evacuation points and assembly point outside of the school on the main car park well away from the building.
3. Performers on stage will evacuate using the nearest fire exit.
4. Each dressing room **fire marshal** will ensure that all cast members not on stage, evacuate to their designated assembly point, at the back of the building in the car park well away from the building. Likewise, the back-stage crew fire marshal should ensure their area is evacuated.
5. The signing in lists and walkie talkie handsets will be taken outside by designated **fire marshals** and checked against people evacuated. Communication via walkie talkie between the assembly points will facilitate register checking.
6. The front of house staff will take a head count of the audience to check that the head count, from ticket stubs, matches the people evacuated. Realistically however the chances of balancing the audience numbers with the ticket stubs is **unreliable**. This is due mainly to the propensity of evacuated audiences to move about and also to leave the area once an evacuation has been completed. This is particularly so if it is near the end of the performance. Considerable reliance therefore has to be placed on the '**All clear**' reports of the **fire marshals**. In the event of an actual fire occurring if KLOS is unable to give the '**All clear**' to the fire service due to a breakdown in our procedures and members of the fire service enter the building looking for non-existing people and as a consequence are injured in the fire KLOS may be held legally responsible.
7. No person should re-enter the building until the chief fire marshal or fire brigade give the all clear.
8. On returning to the building after the all clear the audience will be re-seated and the show will continue with the opening of the main curtains.

## **Duties of SPECIFIC relevant persons in the event of an evacuation (performances)**

### **Main door (Ticket sales)**

They are the liaison between the fire services and KLOS. The fire alarm does not go automatically to a fire station the person manning ticket sales will contact the fire brigade (via 999) to report the alarm activation and that evacuation has started. The full address of the school and post code will be given.

**Kinver High School, Enville Street, Kinver, Stourbridge, DY7 6AA. 01384 686900**

### **Fire Marshals (WEARING FLUORESCENT TABARDS)**

Each area of the theatre will be assigned a fire marshals. Where appropriate a fire marshal may be allocated more than one area. These areas are: –

1. Dressing rooms one, two, and three. (Principals, Adults, Children)
2. Stage and Back stage
3. Auditorium
4. Reception area.
5. Washing up area (on occasions when the bar is in use)
6. Toilets for performers etc. in rear quadrangle
7. Toilets for audience e.g. corridor off main reception.

**It is important that areas not used by KLOS are secured so as to prevent unauthorised access. This will be the responsibility of the school janitor.**

WHEN FIRE MARSHALS HAVE CHECKED THEIR RESPECTIVE AREAS, AND ENSURED THAT THEY ARE VOID OF PERSONS THEY MUST REPORT THIS FACT TO THE FRONT OF HOUSE MANAGER. WHO IN TURN WILL CONFIRM TO THE FIRE BRIGADE THAT THE PREMISES ARE CLEAR.

### **Person in charge**

This person will be the **front of house manager** during performances and the **lead person** at all other times. (See General policy statement in main policy)

Their tasks include

- gathering all information regarding the evacuation
- establish if it is a genuine fire or false alarm
- ensure that the fire brigade has been called
- receive reports from the fire marshals to show that all staff/patrons have been evacuated.
- liaise with the fire brigade on its arrival.

The person in charge has the authority, in conjunction with and with advice from the fire services, to end an evacuation and recall all staff/patrons into the buildings

### **Bomb Threat**

If the building needs to be evacuated for a bomb threat, the same method will be used as for fire. Depending on the nature of the threat it may be that certain exit routes will need to be avoided.