



Tower Theatre

Fire Emergency Evacuation Plan

Version 1

Last Updated: May 2022

Action on discovering a fire

Immediately raise the alarm by shouting "FIRE!" and by activating the nearest manual call point.

Action on hearing the fire alarm

- Exit the building by the nearest available marked escape route and assemble at the open pavement at the junction of Northwold Road and Rectory Road
- Do not stop to collect personal belongings
- Do not re-enter the building until given the all clear by the fire service or by the Fire Marshal

Fire Marshal

The Fire Marshal – the person responsible for the occupants of the building in the event of a fire alarm - is:

- DURING OFFICE HOURS - Tower Theatre General Manager
- DURING PERFORMANCE HOURS (from ¾ hour before show opens until the auditorium is clear) – the designated Front of House Manager or nominated responsible person (e.g. for studio events).
- WHEN THE BAR IS OPEN – the bar supervisor (other than when there is a Front of House Manager in attendance)
- AT OTHER TIMES - each separate organisation or production in attendance will nominate a responsible person:
- For productions in rehearsal or get-in, this will normally be the Stage Manager or Director
- For third party users of the building, the Tower General Manager will liaise with the organisation to ensure they nominate a responsible person. The Tower General Manager will brief them on the emergency evacuation procedure, escape routes and location of firefighting equipment

Emergency evacuation – Non-performance hours

This evacuation procedure must be followed at all times (except when a performance is taking place) and includes rehearsals and get-ins.

The Fire Marshal(s) on hearing the alarm sounding will take the following steps:

1. Evacuate the building
 - a) Immediately the fire alarm sounds, evacuate the building following the signed exit routes to the assembly point.
 - b) Prevent people re-entering the building until given notice by the fire service or Fire Marshal
 - c) If safe to do so, conduct a sweep of the building (for the area they occupy) to confirm all persons are evacuated via the nearest safe route.
 - d) If there are other organisations using the building, liaise with other Fire Marshals on the thoroughness of the sweep – in particular reporting any areas that could not be checked.
 - e) Ensure persons with PEEPs (see section on PEEPs below) can put their personal evacuation plan into operation.
2. Check whether there is a fire
 - a) Go to the entrance lobby to confirm the location of the incident by checking the fire alarm panel
 - b) Unless it is obvious that there is a fire, safely investigate the source of the alarm to establish if it is a fire or a false alarm. Refer to the notices below the fire alarm panel to determine location of fire sensors.
3. If there is a fire
 - a) If investigation confirms a fire exists or is suspected to exist call the fire service by dialling 999. Do not call the fire service until it is confirmed there is a fire. During this investigation the evacuation of the building should be continued.
 - b) If a fire is discovered, the Fire Marshal should prepare to meet and liaise with the fire service at the front of the building on Northwold Road.
 - c) Await information from the responsible persons from each occupying group on the completeness of their evacuation.
 - d) On arrival of the fire service, give all available information to the senior fire officer.
4. If there is no fire
 - a) If the Fire Marshal is certain that there is no fire, and no suspicion of fire, silence the alarms, reset the alarm panel and allow people to re-enter the building.

Emergency evacuation – Performance hours

This emergency evacuation procedure shall be followed from $\frac{3}{4}$ hour before curtain up until the auditorium is clear at the end of a show.

On hearing the fire alarm the Front of House Manager, as the Fire Marshal, will:

1. Evacuate the building
 - a. Immediately the fire alarm sounds, evacuate the building following the signed exit routes to the assembly point.
 - b. Prevent people re-entering the building until given notice by the fire service
 - c. If safe to do so, conduct a sweep of the building (for the area they occupy) to confirm all persons are evacuated via the nearest safe route.

- d. If there are other organisations using the building, liaise with other Fire Marshals on the thoroughness of the sweep – in particular reporting any areas that could not be checked.
 - e. Ensure persons with PEEP's can put their personal evacuation plan into operation. If there are people on the first floor who are unable to use the stairs or cannot be evacuated using the evac-chair, they should go to the refuge area within the dressing room. The Fire Marshal must inform the fire service that there is someone in the refuge area.
- 2. Check whether there is a fire
 - a. Go to the entrance lobby to confirm the location of the incident by checking the fire alarm panel and relay this information to the Stage Manager. Refer to the notices below the fire alarm panel to determine location of fire sensors.
 - b. Proceed to the incident to assess the situation (as safely as possible) and determine whether it is a false alarm. Report findings to the Stage Manager, unless the fire is situated backstage, in which case the Stage Manager will investigate and report to the Front of House Manager.
- 3. If there is a fire
 - a. If investigation confirms a fire exists, or is suspected to exist, call the fire service by dialling 999. Do not call the fire service until it is confirmed there is a fire. During this investigation the evacuation of the building should be continued by the Stage Manager.
 - b. If a fire is discovered, prepare to meet and liaise with the fire service at the front of the building on Northwold Road.
 - c. Await information from the responsible persons from each occupying group on the completeness of their evacuation.
 - d. On arrival of the fire service, give all available information to the senior fire officer.
- 4. If there is no fire
 - a. If the Fire Marshal is certain that there is no fire, and no suspicion of fire, silence the alarms, reset the alarm panel, inform the Stage Manager and allow people to re-enter the building.

On hearing the fire alarm the Stage Manager will:

- 1. If any members of the public are in the auditorium, stop the performance and announce to the audience that they must evacuate the building and must not stop to collect personal belongings
- 2. With the stewards, proceed to direct the public, cast and crew out of the building via the fire escape routes as per the non-performance hours' evacuation procedure and to the assembly point. If there are people on the first floor who are unable to use the stairs or cannot be evacuated using the evac-chair, they should go to the refuge area within the dressing room. The Fire Marshal must inform the fire service that there is someone in the refuge area.

3. Inform the Fire Marshal when all member of the public, cast and crew have evacuated the building or report any areas of the theatre and backstage areas that could not be checked.
4. Not allow re-entry into the building until given the all clear by the fire service or the Fire Marshal.

The evacuation chair, located at the top of the main staircase, must only be used to assist one person, you must not re-enter the building for other persons.

The responsible person (usually the Stage Manager) from each production using the building, or third party organisation within the building (excluding the auditorium) will:

1. Evacuate all people involved in their production to the assembly point using the nearest safe signed exit route
2. If safe to do so, conduct a sweep of the building (for the area they occupy) to confirm all persons are evacuated.
3. Inform the Front of House Manager, as Fire Marshal, of the thoroughness of the sweep – in particular reporting any areas that could not be confirmed.
4. Ensure persons with PEEP's are enabled to put their personal evacuation plan into operation.
5. Prevent people re-entering the building until given notice by the fire service or the Fire Marshal.

Key escape routes

There are two fire escape routes from the front of the building and one from the rear.

- There are two exits to Northwold Road at the front of the building; the main entrance and the fire doors at the bottom of the main staircase to the theatre
- At the rear of the building, the fire escape and the escape route leads to Garnham Close.

The location of fire exits and fire escape routes are shown on the plans posted in each room and in the appendix to this document.

Places of assembly

The assembly point is the open pavement area at the junction of Northwold Road and Rectory Road as shown in the appendices.

Fire alarm and firefighting equipment provided

Manual fire alarm points are available throughout the building on exit routes from the building, as shown on the floor plans in the appendix.

Water and CO2 fire extinguishers are provided throughout the building as shown on the floor plans in the appendix. Do not use water extinguishers on any electrical fires. After raising the alarm and calling the fire service, attempts may be made to fight the fire with equipment provided, if:

- Trained staff are available for the purpose
- It is deemed safe to do so
- Such action is likely to contain or extinguish the fire
- It is likely to have a direct and immediate effect in protecting life

Training required

The following people must be trained in line with their responsibilities set out in this document:

- Tower Theatre General Manager
- Front of House Managers
- Bar supervisors
- Stage Managers
- Directors
- Stewards

Their training must include:

- The procedures set out in this document
- For Fire Marshals, the location of the fire alarm panel in the entrance lobby
- The location of fire exit routes and assembly point
- The location of fire alarm points and firefighting equipment
- Their responsibility for evacuating people from their organisation
- Their responsibility to report to the Fire Marshal.

The General Manager is responsible for ensuring that hirers of any facility in the building are aware of:

- The location of fire exit routes and assembly point
- The location of fire alarm points and firefighting equipment
- Their responsibility for evacuating people from their organisation
- Their responsibility to report to the Fire Marshal.

Personal Emergency Evacuation Plan

Members of staff or visitors to the Tower Theatre who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency should have a Personal Emergency Evacuation Plan developed. This includes anyone who cannot use the evac-chair or requires the use of the lift and who shall need to use the refuge area in the dressing room in the event of a fire.

- For audience members, the FoH Manager shall identify people requiring a PEEP

- For Tower users, the Fire Marshal (usually the Stage Manager) shall identify people requiring a PEEP and ensure that any other Fire Marshals receive a copy
- For external users of the building, the Hire Manager will gather information regarding the visitor's special requirements before the visit. This is particularly important when several visitors due to attend an event/function all require assistance
 - A copy of the visitor's PEEP should be given to the Fire Marshal.
 - Upon arrival the visitor and any carers or helpers will be given a copy of the PEEP by the host and appraised of any special arrangements that have been put in place, including access and evacuation routes.
 - Visitor PEEP forms are available from the office.

Maintaining premises safety

To ensure emergency evacuations can take place safely and effectively:

- All passageways, doors on exit routes and fire exits must be kept clear
- Marked fire doors must be kept closed
- No flammable material may be stored in the fire escape light well at any time

APPENDICES

- Personal Emergency Evacuation Plan Questionnaire
- Personal Emergency Evacuation Plan Template

PERSONAL EMERGENCY EVACUATION QUESTIONNAIRE

Why you should fill in the form?

Tavistock Repertory Guarantors Ltd (trading as Tower Theatre) has a legal responsibility to protect you from fire risks and ensure your health and safety. To do this properly we need to know:

- a) if you require information about our emergency evacuation procedures;
- b) if you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency evacuation procedures in the Tower Theatre.

If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably.

NAME :-

ROLE (E.g. member of production, audience):-

LOCATION

1. Which room(s) are you based for most of the time?
-

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

2. Are you aware of the emergency evacuation procedures that operate in the Tower Theatre

YES

☐

NO

☐

3. Will you need assistance to find the emergency exits?

Yes

☐

No

☐

EMERGENCY ALARMS

4. Can you hear the fire alarm(s) provided?

Yes

☐

No

☐

Don't know

☐

ASSISTANCE

5. Do you need assistance to get out in an emergency?

Yes

☐

No

☐

Don't know

☐

If NO, please go to question 11

6. Is anyone designated to assist you to get out in an emergency?

Yes

☐

No

☐

Don't know

☐

If NO, please go to question 10. IF YES, give name(s)

7. Are you always in easy contact with those designated to help you?

Yes

☐

No

☐

Don't know

☐

8. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes

☐

No

☐

Don't know

☐

GETTING OUT

9. Can you move quickly in the event of a fire?

Yes

☐

No

☐

Don't know

☐

10. Do you find stairs difficult to use?

Yes

☐

No

☐

Don't know

☐

11. Are you a wheelchair user?

Yes

☐

No

☐

Don't know

☐

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

PERSONAL EMERGENCY EVACUATION PLAN

NAME:-

DATE:-

DESIGNATED ASSISTANCE:

ASSISTANCE METHODS/TECHNIQUES:

EQUIPMENT PROVIDED:

EMERGENCY EVACUATION PROCEDURE(S): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

EVACUATION ROUTE(S): (preferably with diagrams)