Logo, company name

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**Fire Evacuation Procedure**

This policy will be reviewed on an ongoing basis, at least once a year. NAPA will amend this policy, following consultation, where appropriate.

Date of last review: 05/09/2021

Roles and responsibilities upon hearing the fire alarm

**CFW – Chief Fire Warden  
The key holder on duty for that shift**Jamie Wilks / Carl Wheatley / Barbara Dawson / Patrick Start / Katie Wright / Marcus Heald  
On hearing the Warning Signal

* Attend the alarm panel in main reception with EC.
* Silence the warning signal.
* Asses which zone the alarm has been activated in.
* Investigate what has caused the activation.
* In the case of a false alarm or a contained event reset the alarm. Log Event.
* If in doubt or if it is apparent that there is a fire on the premises sound the General Alarm immediately and begin evacuation.
* Alert the fire brigade.

On hearing the General Alarm Non-Show Day

* Put on the yellow high-visibility surcoat (Located Main Reception & Staff Room).
* Attend the highest point of the building accessible, closing doors in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person to leave sweeping all persons in front of them.
* Checking all accessible rooms including toilets and offices to make sure people are leaving.
* Checking any refuge in their area in case someone is waiting for assistance to evacuate.
* Report to the EC at the assembly area or just outside the building, to advise that the building is clear (or to report anyone who cannot or will not leave the building).
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.
* Log Event

On hearing the General Alarm Show Day

* Enter the auditorium and stand on stage, ask the stage manager to bring up house lights. Clearly and calmly state the following:

“Ladies and Gentlemen, due to the activation of our fire alarm it is necessary to begin the evacuation of the building. Please calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’. Thank you”

* Put on the yellow high-visibility surcoat (Located Main Reception & Staff Room).
* Attend the highest point of the building accessible, closing doors in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person to leave sweeping all persons in front of them.
* Checking all accessible rooms including toilets and offices to make sure people are leaving.
* Checking any refuge in their area in case someone is waiting for assistance to evacuate.
* Report to the EC at the assembly area or just outside the building, to advise that the building is clear (or to report anyone who cannot or will not leave the building).
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.
* Log Event

**EC – Evacuation Controller  
Member of staff situated at the main reception**Barbara Dawson / Leianna Masson / receptionist or front of house staff during a performance

On hearing the Warning Signal

* Attend the alarm panel in main reception with CFW.
* Silence the warning signal
* asses which zone the alarm has been activated in
* investigate what has caused the activation
* In the case of a false alarm or a contained event reset the alarm.
* If in doubt or if it is apparent that there is a fire on the premises sound the general alarm immediately and begin evacuation.

On hearing the General Alarm Non-Show Day

* Put on the yellow high-visibility surcoat (Located at Reception & Staff Room).
* Collect emergency evacuation folder from reception.
* Turn off magnetic locks on main doors (Key located at Reception)
* Evacuate any persons located in the reception area.
* Coordinate roll call at assembly area
* Take note from each fire warden if their room was clear and if all persons in their care are accounted for.
* Liaise with CFW after their sweep of the building reporting if building is ‘clear’ or ‘not clear’.
* Ensure no persons re-enter the building until told it is safe to do so.

On hearing the General Alarm Show Day

* Enter the auditorium and stand on stage, ask the stage manager to bring up house lights. Clearly and calmly state the following:

“Ladies and Gentlemen, due to the activation of our fire alarm it is necessary to begin the evacuation of the building. Please Calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’. Thank you”

* Put on the yellow high-visibility surcoat (Located at reception & staff room).
* Collect emergency evacuation folder from reception.
* Turn off magnetic locks on main doors (Key located at reception)
* Evacuate any persons located in the reception area.
* Coordinate roll call at assembly area
* Take note from each fire warden if their room was clear and if all persons in their care are accounted for.
* Liaise with CFW after their sweep of the building reporting if building is ‘clear’ or ‘not clear’.
* Ensure no persons re-enter the building until told it is safe to do so.

**Fire Marshals  
All other staff. Teachers/bar staff/admin/etc**

* On hearing the General Alarm
* Collect register as this will be needed for roll call at assembly point. (Teachers)
* Instruct people in the room you oversee that due to the activation of our fire alarm it is necessary to begin the evacuation of the building. And to Calmly proceed to the nearest exit and report to the assembly point between NAPA and ‘The Tower’.
* Commence evacuation of your room through one of the approved escape routes.
* Once at the assembly point commence roll call from your registers. (Teachers)
* Report to the EC at the assembly area or just outside the building, to advise that your room is clear (or to report anyone who cannot or will not leave the building) and if all students are accounted for.
* Assist the EC with crowd control, encouraging people towards the assembly area.
* Ensure no persons re-enter the building until told it is safe to do so.