

Kelvin Studio Theatre

Fire and Emergency Procedures during a Performance or Rehearsal



1. Before Performances

- 1.1. At each dress rehearsal, it is the responsibility of the Stage Manager to familiarise all cast and crew with the evacuation procedure.
- 1.2. **Before each performance, the Theatre Manager will liaise with the Stage Manager and Steward to ensure they are familiar with the evacuation procedure and arrangements for notifying each other, the cast, crew and audience of any emergency situation and who will take the lead in which areas of the building.** The usual procedure follows common sense: that the Theatre Manager will take the lead in dealing with emergencies which arise in Front of House and in the upstairs areas (dressing room & tech balcony) and the Stage Manager will cover the auditorium and backstage. There may occasionally be reasons to depart from this.

2. During performances

2.1. Action on Discovering a Fire

- Immediately raise the alarm by operating the nearest fire alarm call point.
- **Theatre Manager** must call the Fire Service on 999 and report the fire. **The studio is at 253b Gloucester Road, Bishopston BS7 8NY with the main access point on Wesley Road**
- If safe to do so the **Theatre Manager** should switch off power if the fire involves electrical appliances.

2.2. On Hearing the Fire Alarm

- Always treat it as an emergency, even if you think that it may be a drill or a false alarm.
- If the fire alarms sounds, or if any other emergency situation should warrant it, the **Theatre Manager** or **Stage Manager** should immediately proceed onto the stage area and stop the performance, instructing the audience to leave the premises by the safest exit and proceed to the Fire Assembly Point. If the route to the Wesley Road exit is clear and safe, this should be used. Otherwise, follow the Fire Exit signs on stage and backstage which lead to the Gloucester Road exit. Stewards should remain in the auditorium to assist the evacuation until all members of the public have left, unless to do so would involve placing themselves at unjustifiable risk. Assistance should be given to anyone with limited mobility, visual impairment or other needs.
 - **Theatre Manager** should take charge and co-opt the Steward to evacuate any members of the public via the nearest available Fire Exit and report immediately to your designated Assembly Point at the top of Wesley Road;
 - **Stewards** should immediately put on their hi-vis waistcoats and await instruction from the Theatre Manager on Duty. If none, or if the Theatre Manager is unavailable, the Steward should take charge of the auditorium and start to evacuate any members of the public nearest available Fire Exit and report immediately to your designated Assembly Point at the top of Wesley Road;
 - **Stage Managers** should take care of the cast and onstage crew evacuating to the nearest fire exit;
 - **DSM** should take care of the cast and upstairs crew evacuating to the nearest fire exit. If the stairs are blocked by fire or other hazard, emergency evacuation may be

made (if safe to do so) by climbing over the steel railing outside the Morris Room balcony and onto the 'green' roof of the Wesley Road Extension and from there to be assisted to the ground or await rescue.

- Close all doors if possible to limit the spread of smoke and fire
- Do not re-enter the building until you are told it is safe to do so
- **Theatre Manager** and/or **Stage Manager** should endeavour to check the building only if it is safe to do so, to ensure everyone has been evacuated and remain close by (a safe distance) to await the arrival of the Fire Service
- The **Theatre Manager** or **Stage Manager** should be able to report to the Fire Service that the building is empty and all rooms have been checked or, if not, which rooms have not been checked or if they believe people may still be in the building.

2.3. Fire Extinguishers

- It is Kelvin Players' policy that you **do not** use or attempt to use the portable fire-fighting equipment provided, unless you have received adequate training (adequate means that training in the use of extinguishers has been provided by a competent person).
- Members of Kelvin Players only may attempt to tackle any fire using the fire extinguishers provided, but only if they are able to do so without causing undue risk to themselves.

2.4. The Fire Assembly Point is at the top of Wesley Road at the junction with Brynland Avenue.

2.5. The **Theatre Manager** is responsible for contacting the Fire Service (and they must be called to any outbreak of fire which cannot be immediately and safely dealt with). The public must not be re-admitted to the premises under any circumstances until the senior fire officer present has given clearance for this to happen.

2.6. In the event of an emergency not involving an outbreak of fire, the **Theatre Manager** is responsible for contacting the appropriate emergency service, depending on the nature of the emergency. The **Theatre Manager** must not permit the public to re-enter the premises unless they are satisfied that it is safe for the public to do so, after taking advice from the appropriate emergency personnel in the circumstances.

3. **During rehearsals (or other periods when the public are not in the building)**

3.1. In the event of a fire or other emergency becoming apparent either by the sounding of the fire alarm or by personal alert, the **Production Manager** of the production (or the most senior person present if there are no rehearsals taking place in the building) must be informed immediately.

3.2. The **Production Manager** (or the most senior person present) must stop the rehearsal and instruct everyone in the building to leave the premises and go to the Fire Assembly Point. They should check that no-one is in any toilet, or any other area in the studio on the way out.

3.3. It is Kelvin Players' policy that you **do not** use or attempt to use the portable fire-fighting equipment provided, unless you have received adequate training (adequate means that training in the use of extinguishers has been provided by a competent person).

3.4. The **Production Manager** (or the most senior person present) is responsible for contacting the Fire Service (and they must be called to any outbreak of fire, however slight). No person must be re-admitted to the premises under any circumstances until the senior fire officer present has given clearance for this to happen.

- 3.5. In the event of an emergency not involving an outbreak of fire, the Production Manager (or the most senior person present) is responsible for contacting the appropriate emergency service, depending on the nature of the emergency. If the building is evacuated, no person must re-enter the premises unless the Production Manager (or the most senior person present) is satisfied that it is safe for them to do so after taking advice from the appropriate emergency personnel in the circumstances.

Kelvin Players Management Committee

March 2013

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