

Show Night

Building Warden – Ticket Box Manager

In the event of Fire or Fire Alarm Activation:

- 1.** Take charge of any Fire or Emergency Evacuation prior to the arrival of emergency services.
- 2.** Don the Yellow Building Warden Helmet and collect Loud Hailer from Ticket box.
- 3.** Confirm that the safest and most appropriate escape route for BTG audience.
- 4.** Use load hailer to instruct all BTG audience to exit calmly via the most appropriate escape route and meet at the evacuation point.
- 5.** Use Break Glass Fire Alarm or dial 000 to notify emergency services.
- 6.** Take charge of Evacuation Point and do not let anyone back into the building.
- 7.** Use load hailer to ask if anyone knows of missing persons.
- 8.** Be prepared to meet with Emergency Services and confirm if anyone is missing.