

## **Floor Warden – Stage Manager**

### **In the event of Fire or Fire Alarm Activation:**

- 1.** Confirm the safest and most appropriate escape route for BTG Cast and Crew
- 2.** Alert Cast and Crew of the emergency and the need to evacuate via the most appropriate escape route and meet at the evacuation point.
- 3.** Assist with evacuation of audience. (Delegate)
- 4.** Perform a final check of auditorium, green room and change rooms to confirm all persons have evacuated.
- 5.** Confine the emergency by closing doors. (Delegate)
- 6.** Coordinate fighting the fire if safe to do so. (Delegate)
- 7.** Report to the evacuation point and confirm to building warden that all areas are clear and any persons fighting the fire.