

## **Non Show Night**

### **Building Warden – Director / Stage Manger**

#### **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 if safe to do so.
3. Confirm that the safest and most appropriate escape route.
4. Use load hailer to instruct all persons 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. Perform a final check of auditorium, green room and change rooms to confirm all persons have evacuated.
7. Confine the emergency by closing doors. (Delegate)
8. Coordinate fighting the fire if safe to do so. (Delegate)
9. Take charge of Evacuation Point and do not let anyone back into the building.
10. Use load hailer to ask if anyone knows of missing persons.
11. Be prepared to meet with Emergency Services and confirm if anyone is missing.