

## AUDIENCE FIRE EVACUATION PROCEDURES

### PRODUCTION RISK ASSESSMENT

A show specific risk assessment should be produced by each production that should take into account any areas where the evacuation of an audience may be affected, for example audience profile or interaction of audience members with show content. The risk assessment must be shared with the Resource Manager.

### FIRE ALARM SYSTEM

Where audiences are present in the studio, it is essential that in an emergency they are evacuated in a calm and coordinated manner. For this reason, the studio fire alarm sounders will be muted so there will be no audible alarm upon activation. This will allow clear communication between the gallery and studio floor.

### SOUNDER ISOLATION PROCEDURE

- Shortly before an audience comes in the studio, the Resource Manager will isolate the sounders using a key switch
- The Audience Coordinator will check with the Resource Manager that the sounders are muted before bringing the audience into the studio
- The Resource Manager will notify Security by phone/radio.
- The Resource Manager will notify the Floor Manager over talkback.
- Whilst the studio sounders are isolated, any alarm or instruction to evacuate should be raised verbally by the Floor Manager and Resource Manager
- The isolation of the sounders should only remain in place so long as this manual procedure is in place. If this is not possible then the sounders should be returned to be active again.
- At the end of the recording, when the studio is clear of audience, then the Resource Manager will return the sounder isolation key to normal operation
- The Resource Manager will notify Security by phone
- The Resource Manager will inform the Floor Manager over talkback

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### EVACUATION – GALLERY PROCEDURES

- If a fire is detected by the system, the beacons/sounder indicators in the production galleries will start to flash but there will be no audible alarm
- The Resource Manager will alert the Floor Manager over talkback to prepare for a potential evacuation, though no immediate action is required
- The Resource Manager will contact Security by radio/phone to establish the best evacuation route dependent on the location of the fire. This information will be passed to the Floor Manager via talkback.
- The Resource Manager should announce over talkback that a full evacuation is required
- The Resource Manager should instruct the crew as follows:
  - Sound Supervisor – to cut ALL sound in the Studio with the exception of the warm-up microphone, which will be used for live audience address
  - Lighting Control – to turn on ALL houselights and turn off ALL generic and moving lights and lighting power
  - Floor Manager – to make an announcement to the audience that they will need to evacuate

### EVACUATION – STUDIO FLOOR PROCEDURES

- The Floor Manager will handover to the Audience Coordinator who should follow their evacuation procedures
- Where requested, persons with disabilities will be assisted by Audience Stewards
- Where necessary black drapes will be pulled back to reveal the exit
- Audience Stewards inform the audience of the exit they will be ushered through and are then escorted to the emergency exit point
- On exiting the building, the audience are met by Event Security who escort them to the assembly point
- The audience are given instruction by megaphone
- The emergency services inspect the area

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### RE-ENTRY TO THE STUDIO

- Emergency services give the all-clear to reoccupy
- Production re-enter the studio
- Resource Manager to confirm with Floor Manager that they are ready for the audience to re-enter the studio
- Audience Stewards return to their positions
- Event Security to direct audience from assembly point towards the studio
- Event Security to check audience wrist bands/tickets/stickers
- If the audience have left the sterile area, Event Security to also perform entry security checks