

## **Role of Fire Steward**

1. He/she will make sure he/she has read the BPTP evacuation plan for the building at St. Margaret's and understands it. (See below)
2. He/she will check that all Fire Exits are clear when rehearsals or performances are taking place and make sure he/she is in possession of a working whistle.
3. He/she will make sure the performers and audience know where the Fire Exits are and the procedure for evacuating the building, including the safe gathering points.
4. He/she must be informed of any wheelchair users or person(s) with limited mobility before every performance.
5. He/she must be informed by the Stage Manager of any potential fire risk during the performance such as candles, flash pots etc.
6. He/she will keep the cast and crew signing-in book to facilitate checking that all are safely out in the event of an incident.
7. He/she will be present during the whole rehearsal or performance unless prior arrangements have been made for a fully informed deputy to maintain cover in his/her absence.
8. He/she will need to see evidence of at least one Fire Drill involving the cast and crew. If he/she is not satisfied, he/she may insist on another Fire Drill, even in the performance week.
9. He/she will consult with the person in charge of ticket sales to check how many people are in the building both for evacuation purposes and to ensure we are within the building's safe capacity.

Revised: 21<sup>st</sup>. September 2006

*The Parish of Bramley  
St Peter's, St Margaret's & the Church in Rodley*

# BPTP dressing room **Fire Evacuation** Instructions

## ***In Case of A Fire***

- 1. If you discover a fire tell those around you and, **ONLY** if safe to do so, the Stage Manager or Fire Steward.*
- 2. Leave the building calmly with those around you using the nearest fire exit.*
- 3. Go UP Newlay Lane to where the path widens and gather on the pavement and grass just before reaching Ganners Mount.*
- 4. The person responsible for First Aid will phone the Fire Brigade when it is safe for them to do so.*

### **IMPORTANT**

*If you do not understand these instructions **ASK** someone to explain them.*