



## **The Stevenage Lytton Players Emergency Evacuation Plan**

### **Issue 3 - 14<sup>th</sup> July, 2024**

#### **Address**

The Lytton Theatre, Vardon Road, Stevenage, SG1 5PZ

#### **Responsible Site Manager**

David Slade

#### **Action on discovery of a fire**

Raise the alarm by breaking one of the Fire Alarm Call Points. The Fire Alarm Call Points are located -

- In the foyer
- Inside the hall to the left of the entrance
- By the entrance to behind the bar
- By the wardrobe door
- By the fire exit at the back of the hall

#### **What to do if the fire alarm sounds**

Exit the building by the nearest fire exit.

#### **Who should call the fire service**

The Responsible Person (see **Responsibilities and duties of persons to assist in case of a fire**), when they are outside, call 999

#### **Evacuation of the building (including disabled persons)**

Every person (customers, members and staff) present in the building should evacuate via the nearest fire exit. In the hall the fire exit at the back. All other persons exit via the front door. Walk out of the car park and gather at the assembly point.

#### **Persons requiring Personal Evacuation Plans**

Customers requiring PEP should be helped by friends, front of house or bar staff. Any cast/crew/staff members requiring PEP should be covered by a risk assessment for specific show. This risk assessment is the responsibility of the director/producer.

#### **Location of firefighting equipment**

Location of equipment as follows -

- Entrance - Foam, CO2
- Kitchen - Foam, CO2, Fire Blanket
- Hall - Foam, CO2
- Behind The Bar - CO2
- Wardrobe - Water
- Back Stage Corridor - Water, CO2
- Tech Room - Foam, CO2, Fire Blanket

**Fire Equipment Usage**

Only use the fire equipment if it impedes ability to exit the building or is a cooker hob fire which can be easily extinguished with the fire blanket. Otherwise leave by the nearest exit.

**Process of power isolation**

Electric isolation box is located in the electric cupboard, behind the bar opposite the bar door.

**Location of assembly point outside the building**

Grass to the left outside the gate near the mosque entrance.

**Responsibilities and duties of persons to assist in case of a fire**

Responsibilities – Check all areas are clear

If David Slade is not in the building the following people are responsible during the following activities

- 1. Rehearsals – Whoever is running the rehearsal e.g director, musical director or choreographer
  - 2. Shows – the stage manager
  - 3. Events – whoever is running the event
  - 4. Private Events – The hirer
  - 5. Other times (e.g. meetings, tech work etc) the lead person
- If the section head is in building during

If the section head is in building during 1 or 2 above, they are also responsible.

***Emergency Plan Issue 3 written by David Slade on 14<sup>th</sup> July, 2024***

**Signed .....**

**Plan to be put on display in the entrance hall. Bullet points in every room in the Lytton Theatre.**

**At the start of a new show both director and producer must be given a copy of the plan and sign to say they have read it. It is their responsibility to make sure all their cast and crew are aware of the plan.**

**Each hirer is to be given a copy of the plan and sign to say they have read it. It is their responsibility to make sure the necessary people during the hire are made aware of the plan.**

**Plan to be reviewed every year.**