

Fire Procedures for ASO Rehearsals in Dance Blast

IN THE EVENT OF A FIRE ALARM, THE BUILDING SHOULD BE EVACUATED WITHIN TWO MINUTES.

The only exit from the building is the main entrance door.

The evacuation assembly point is the car park in front of the main theatre building.

1 Responsibilities

Fire Officer

The Fire Officer is Bethan Barlow

Deputy Fire Officer, in the event of Bethan's absence, is Heather Leighton.

In the event of a fire or fire alarm, the Fire Officer is responsible for:

- Instructing the orchestra to evacuate the building
- Calling the Fire Service
- Coordinating any use of the fire extinguishers by orchestra members
- Ensuring the building's first aid kit is taken to the evacuation assembly point.

In each rehearsal, responsible for:

- Ensuring exit routes are clear of obstruction (cases, unnecessary chairs).

Fire Marshal, Main Studio

The marshal for the main studio is Rohan Lewis.

Deputy marshal, in the event of Rohan's absence, is Simon Large.

In the event of a fire, fire marshal is responsible for:

- Ensuring that the main studio has been completely evacuated

Fire Marshal, Other Areas

The marshal for other areas of the building is Pete Geraghty.

Deputy marshal, in the event of Pete's absence, is Malcolm James.

In the event of a fire, fire marshal is responsible for:

- Ensuring that all parts of the building apart from the main studio have been completely evacuated.

In each rehearsal, fire marshal is responsible for:

- Ensuring exit routes are clear of obstruction (cases, unnecessary chairs).

Responsibility of All Members

Know the procedures:

- Know where the fire exit is.
- Know where the fire extinguishers are.
- Understand the correct use of fire extinguishers.
- Know the evacuation assembly point.
- Know the name and address of the building in case you need to report the fire.

Follow basic safety in all rehearsals:

- Do not obstruct fire exits at any time
- Do not wedge Fire Doors open
- Fire extinguishers must be stored on the wall and must not be removed
- Keep passageways and doorways clear.

Responsibility of Membership Secretary

Ensure that new members are aware of the fire procedures.

2 What To Do When Fire is Discovered

- The person discovering or suspecting a fire must inform the Fire Officer and Fire Marshals **immediately**.
- If for any reason, they cannot be contacted **immediately**, the person discovering the fire must take responsibility themselves to:
 - Initiate evacuation of the building
 - Call the Fire Service
- If the Fire is small then the Fire Officer may coordinate an attempt to put it out by using the appropriate Fire Extinguisher. DO NOT spend too much time trying to put the fire out as this may put you in danger. **It is best to tackle any fire in pairs**
- An important point to remember is that it is smoke rather than the flames that kills
- Fires generally give off narcotic gases. These can affect your judgement.
- Once an evacuation is ordered, all members must leave the building **immediately**, unless specifically requested otherwise by the Fire Officer. Make your way in an orderly fashion to the nearest exit. You must leave the building quickly but you may do the following so long as it does not slow your departure or prevent other people's departure.

1. Pick up coats or bags so long as they are beside you.
 2. You may take your instrument as long as you can carry it without slowing your departure or affect other people's departure. (Leave the tims).
- It is the responsibility of the Fire Marshals to try to make sure that everyone has evacuated that floor. The Fire Marshals should spend no more than 60 seconds making sure that everyone has left.

NOTE: It is NOT the responsibility of the Fire Marshals to endanger their own lives getting people out who refuse to leave in a timely fashion.

- When you have reached the assembly point stay where you are until the Fire Officer tells you that it is either safe to return to the premises or to go home. You must not wander off or go home. This could cause confusion as to whether or not you are still in the building. The Fire Service will then have to spend time searching the building for you.

3 Use of Fire Extinguishers

It is important to use the right extinguisher for the fire. By using the wrong one you can make the situation worse.

IF IN DOUBT LEAVE ALONE.

- Before tackling any fire the alarm must be raised
- Work in pairs
- Take a second extinguisher (of the appropriate type) if readily available
- Always test the extinguisher before use
- Keep low
- Always have a way out (keep your back to the exit door)
- Withdraw immediately if the fire begins to get out of hand.

Abergavenny Orchestral Society

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