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The Stevenage Lytton Players Emergency Evacuation Plan

Address

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

Responsible Site Manager

David Slade

Action on discovery of a fire

Raise the alarm by go into all rooms being used and in a clear loud voice tell people to evacuate the building by the nearest exit. Do not attempt to fight the fire, unless you have been trained to use the equipment and only then do so if it is a small fire and you have already raised the alarm.

What to do if the fire alarm sounds

No fire alarm in the building

Who should call the fire service

Whoever requested people to leave the building should, 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
- Bar – CO2
- Electric Cupboard – Powder, CO2
- Back Stage – Powder, CO2
- Tech Room – Powder, CO2, Fire Blanket

Process of power isolation

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

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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 written by David Slade on 7th May, 2023

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. Currently only David Slade, Nick D'Arcy, Linda Friss and Lorna Roberts have been trained to use the fire equipment. Suggest more members section heads get relevant training over the next 12 months.