

NCMA Emergency Evacuation Protocols

The NCMA facility typically operates in 3 modes:

- 1 - School and Administration
- 2 - Rehearsal Facility
- 3 - Performance Venue

In all cases, an alarm will trigger a full building evacuation with occupants to leave via their nearest exit and meet at the **designated assembly point in the car park outside Marsden House on Nile St.**

1 - School and Administration (Office hours, open to public)

Administration Team

Chief Fire Warden and Area Warden responsibilities will fall to one of the venue's administrative team, and is passed down the ranks in the event of an absence as follows:

Director -> Customer Liaison Administrator -> Technical Manager -> Operations Manager -> Communications and Promotions Manager

The Customer Liaison Administrator (or their replacement in the case of absence) will be responsible for recording visitors to the building who may need special assistance on the appropriate register and assigning a staff member to assist them where practical.

Chief Fire Warden: In the event of an evacuation:

- Wear a hi-vis vest (available in the Ticket Office)
- Collect the Special Assistance register from the Ticket Office
- Collect 2 road cones from the disabled toilet
- Place cones visibly on the roadside edges of car parks on either side of Nile Street
- Dial 111 and report the emergency to the Fire Brigade
- Stand safely at the side of Nile Street and actively manage traffic flow to ensure safe passage for pedestrians to the assembly point. Keep traffic flowing where possible
- Check with groups listed on the Occupancy Register that all members have assembled
- Liaise with the Fire Service as they arrive.

Area Fire Warden : In the event of an evacuation:

- Wear a hi-vis vest (available in the Ticket Office)
- Check all areas, ensuring evacuation is under way
- Collect Occupancy Register from the Stage Door
- Report to the Chief Fire Warden
- Assist with traffic management over Nile Street

2 - Rehearsal Facility (After-hours, private users)

Accredited Teachers (delivering individual and small – group lessons)

Accredited teachers have card access to the facility for after-hours lessons. They are inducted and briefed annually and following any significant changes to procedure outlined in this document. They are responsible for evacuating themselves and their students safely, following the posted Fire Action Notices.

Affiliated Music Groups

Affiliated Music Groups (AMG) have card access to the facility for after-hours rehearsals.

They will appoint from their membership an Area Fire Warden and any number of Ushers they deem necessary for the size on needs of their group who will complete a Health and Safety Induction with venue staff including evacuation training as detailed below.

AMG Area Fire Wardens will ensure all members are aware of evacuation protocols at all times. In the event of an evacuation they will:

- Wear a hi-vis vest (available in the Ticket Office)
- Collect group attendance and special assistance rolls
- Collect 2 road cones from the disabled toilet
- Place cones visibly on the roadside edges of car parks on either side of Nile Street
- Dial 111 and report the emergency to the Fire Brigade
- Stand safely at the side of Nile Street and actively manage traffic flow to ensure safe passage for pedestrians to the assembly point. Keep traffic flowing where possible
- Check with groups listed on the Occupancy Register that all members have assembled
- Liaise with other Area Fire Wardens
- Liaise with the Fire Service as they arrive.

In the event of an evacuation AMG Evacuation Ushers will:

- Complete an area check of the spaces the group has occupied, including toilets
- Direct and assist group members to the closest fire exit
- Assist the AMG Area Fire Warden in managing pedestrian and vehicular traffic on Nile St.
- Report to the AMG Area Fire Warden

3 - Performance Venue (After hours public event)

Front of House (FOH) = Audience occupied areas

Back of House (BOH) = Backstage

Front Of House Manager

A member of venue staff who is the delegated Chief Fire Warden, responsible for:

- FOH pre-event fire safety checks.
- Ensuring the Usher team are properly equipped for an evacuation
- Briefing and delegation of the specific Usher responsibilities listed below
- Delegation of the maintenance of a Special Assistance register to an Usher

In the event of an evacuation the Front of House Manager will:

- Collect the Special Assistance register from Ticket Office
- Collect road cones from Disabled Toilet
- Open the front doors
- Place 1 road cone on the outer edge of the loading zone
- Cross safely across Nile Street to the Assembly Point
- Place 1 road cone on the corner of the disabled park
- Call 111 and follow the instructions of Emergency Services
- Collect Occupancy Register from Venue Technician
- Record groups reporting safe on both registers.
- Liaise with the Back Of House Fire Warden
- Report to Emergency Services as they arrive

Ushers

4 Volunteer Ushers will generally be assigned to any public event.

In the event of an evacuation they will:

Usher 1	Wear your hi-vis vest, clear foyer toilets; Male, Female, and Mobility
Usher 2	Wear your hi-vis vest, open the Nile Street fire exit doors. Stand by the road cone outside the main front doors, manage traffic flow, allowing pedestrians to cross Nile street to safety. Keep traffic flowing whenever possible so the approach of emergency vehicles is not hindered by stationary traffic.
Usher 3	Wear your hi-vis vest, open Collingwood Street fire exit doors, Direct audience to the managed Nile St. crossing at the front doors.
Usher 4	Wear your hi-vis vest. Open Nile Street doors if not already, cross Nile Street safely. Stand on the footpath outside the Marsden House carpark, assist Usher 3 managing traffic flow allowing pedestrians to cross Nile Street to safety.

Venue Technician

A member of venue staff who is the delegated Back of House Fire Warden responsible for:

- Briefing performers and their crew/entourage on evacuation protocols.
- Back of House pre-event fire safety checks.
- Planning the safe evacuation of performers from stage and backstage areas

In the event of an evacuation the Venue Technician will:

- Power down any equipment in use as they deem safe and appropriate
- Complete an area check of all backstage spaces
- Collect Occupancy Register from the Stage Door
- Report to the Front of House Manager

Signage

Signage will be displayed in all common areas of the facility outlining the evacuation procedure.

Evacuation Training

Administration staff, Teaching staff, Performance Venue staff, AMG Area Fire Wardens and AMG Evacuation Ushers will undergo:

- An annual Health and Safety Briefing to be held before the end of March each year covering:
 - Venue fire safety checks
 - Emergency exits
 - The location of hi-vis vests
 - The location of firefighting equipment
 - Emergency/Evacuation procedures as defined in this document
 - Location of the assembly point
 - Traffic safety management in relation to the crossing of Nile St in an evacuation
- Briefing after any major change to this document.
- At least 3 trial evacuations annually, 1 in each of the 3 facility operational modes.