

Assembly Rooms

Emergency Plan

UPDATED: 19th July 2021



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1. PUBLIC FIRE EVACUATION PROCEDURE

The following is a description of the City of Edinburgh Council's staff & the hiring company personnel's responsibilities during an emergency evacuation when members of the public are in the building

If you discover a fire:

Activate the alarm by breaking the nearest fire alarm point.

A Fire extinguisher can be used at your personal discretion but only if:

- You have been trained in its use and it is considered safe to do so without putting yourself at risk.
- You can turn and walk away from the fire with clear access to an unobstructed evacuation route.

Do not use fire extinguishers if you are unsure which is the appropriate extinguisher for the type of fire (see Appendix 1).

If the fire alarm sounds:

The Alarm is a siren with sounders located in every part of the building. There are also red flashing beacons e.g. in the Music Hall

The Assembly Rooms Edinburgh has an Automatic Fire Detection (AFD) system installed in the building. The Fire panel can be activated by:

- Smoke detectors
- Heat detectors
- The activation of a break glass point by any person
- Manually following verbal notification of a fire

The Automatic Fire Detection (AFD) system will initially have a silent activation which gives a 5 minute delay before the sounders and beacons will activate. During this delay **the Duty Manager or Nominated Responsible Person** will ensure that the activated zones are checked. If the activation is not an emergency/false alarm, the alarm will be silenced and reset.

If activated the Automatic Fire Detection (AFD) system notifies the monitoring service, who in turn notify the Emergency Services.

Duty Manager or Nominated Responsible Person will also notify the Emergency Services by mobile phone or landline as a back-up in addition to the AFD system.

Where the location of the fire or other emergency situation could affect the safe use of the fire escape routes, then where possible, the **Duty Manager or Nominated Responsible Person** will notify the Front of House (FOH) staff, verbally, not to use a particular route. Patrons will then be directed to use an alternative route.

A. FOH Public / Patrons in the Building

If the alarm sounds:

Evacuation will commence when the alarm sounds. On hearing the alarm FOH Steward(s) must open the doors and direct the patrons to the nearest exit by calling clearly "*This way please*". You must evacuate the patrons in your area, this includes those who have not yet entered the auditorium. All doors open outward to facilitate a quick evacuation.

Patrons should be directed towards the fire exit routes and you should ensure that none of the emergency exits routes are obstructed. The evacuation should be directed away from the zone which triggered the alarm. The **Duty Manager or Nominated Responsible Person** will let you know verbally the site of the fire if circumstances allow.

As patrons reach the external fire exit doors, you should direct them to the Assembly Area as per the evacuation notes for each room (see Appendix 2). They should be directed away from the immediate vicinity of the Assembly Rooms to allow access for the Emergency Services. Patrons should be asked to stay on the pavement for their own safety.

On no account should the lifts be used in an emergency situation. In the case of the alarm being activated the public lift will automatically return to the 1st floor and remain stationary with the doors open. If time and circumstances allowed, a designated person will lock off the lift to ensure it cannot be used.

During an evacuation all other staff, hirers, and any contractors including production and caterers must comply with instructions from the **Duty Manager or Nominated Responsible Person** in vacating the building

B. Duty Manager or Nominated Responsible Person

The **Duty Manager / Nominated Responsible Person** will meet the Fire Brigade on their arrival and notify the Senior Officer of the zone triggered on the alarm panel and any other relevant information, including details of any persons, e.g. wheelchair users, who may still be in the building, and if anyone trapped in the lift.

C. Stewards

Once the building has been evacuated, the FOH Stewards would report to the **Duty Manager or Nominated Responsible Person** at the Assembly point for the roll call and confirm which areas they have checked. They would then take up station outside the emergency exits, as long as they were not at risk, to ensure no one re-enters the building. If there are any other Stewards available then the **Duty Manager or Nominated Responsible Person** can brief them to communicate with the patrons letting them know what is happening i.e. Fire Brigade are en route etc.

D. FOH Staff including Catering/Bar Staff

(if not the Nominated Responsible Person or staff with an evacuation role)

Staff may find themselves working in any part of the building and must evacuate the building immediately by the nearest available fire exit on hearing the alarm.

After evacuation, report to the **Duty Manager or Nominated Responsible Person** at the Assembly Area(s). After the roll call you may be directed to take up post at an exit to stop anyone re-entering the building as long as it does not pose a risk to safety.

E. Contractors

Contractors and their staff are required to sign in and out at the Reception, near the front entrance, and state what they will be working on & in which part of the venue. Failure to do so means that the **Duty Manager or Nominated Responsible Person**, will not know to check for them in the building, in the event of an emergency.

Contractors may find themselves in any part of the building when the alarm goes off and must evacuate the building immediately in accordance with their position within the building, by the nearest available fire exit.

After evacuation, report to the **Duty Manager or Nominated Responsible Person** for a roll check using the signing in book at the Assembly Areas. Take care to ensure that none of the emergency exits are obstructed whilst also allowing emergency vehicles clear access to the Theatre.

F. Roll Calls

a) For all events, the **Stage Manager/Facilitator/Catering Manager** will undertake the roll call, using their own register, for their Back of House people, performers, staff etc and notify the **Duty Manager or Nominated Responsible Person** of their safe evacuation / any unaccounted for people.

b) The **Duty Manager or Nominated Responsible Person** will take the

- I. Roll call for the City of Edinburgh Council staff & contracted in cleaners and security (if in building)
- II. Report from the **FOH Stewards** and their section of Front of House
- III. Report from the **Stage / Assistant Stage Manager** having taken roll call for back of house evacuation including contracted in technicians, performers, and any other BOH helpers e.g. dressing rooms, stage assistants & areas clear.
- IV. Report from the **Bar Manager** having taken roll call for bar assistants and area cleared.
- V. Report from the **Catering Manager** having taken a roll call for **catering staff** and area cleared.

b) The **Duty Manager or Nominated Responsible Person** will then liaise with the Emergency Services.

G. Access Patrons (Ski Pads)

Patrons with disabilities who are mobile and can be seated anywhere within the venue will have the nearest exit route pointed out to them by the Steward as they are being seated. Patrons with disabilities will be offered special assistance according to their needs through the venues Personal Emergency Evacuation Plan however they may be required to wait until assistance is available from the Stewards or Emergency Services.

Ski Pads are located in the ***West Gallery Corridor(x1), Music Hall Backstage (x2) and 1st Floor Goods Lobby (x2)***. Operations Assistants and Assembly Rooms FOH Stewards are trained to operate these and they should be used to transfer disabled patrons unable to use the stairs from the First Floor to the Ground Floor.

Where the patron with the disability is unable to evacuate from the first floor, they should remain in the disabled refuge area located in the West Corridor or Bar area just off from the Crush Hall to the Female rest rooms, the Front of House Steward for that area would notify the **Duty Manager or Nominated Responsible Person** at the Assembly Point of their position in the building. The patron with the disability should also set off the refuge transfer area alarm which rings on the alarm panel at the Reception, near the front entrance. The **Duty Manager or Nominated Responsible Person** would then notify the Emergency Services on their arrival of patrons / companions location in the building in order to arrange evacuation.

If the emergency services arrive at the scene before the person with a disability has been evacuated, then the **Duty Manager or Nominated Responsible Person** will alert them to the disabled person's location. It is important to remember that it is the **Duty Manager or Nominated Responsible Person** responsibility to manage the evacuation of disabled patrons and staff. This task cannot simply be left to the emergency services.

Impaired Vision - Any Patron who has impaired vision may experience difficulties in evacuating the building if they are unaccompanied. Where possible, a member of staff / Front of House Steward should accompany the individual along the escape route to the assembly area so that they may be warned of any hazards and be reassured during the evacuation. If the person has to descend stairs it is advisable that the helper descends first and the visually impaired person has a hand on the helpers shoulder. The helper should also remain with the person once out of the building to let them know what is happening until the emergency is over.

2. NON-PUBLIC FIRE EVACUATION PROCEDURE

A. Management On-site (Main Building)

The following is a description of staff responsibilities during an emergency evacuation when no patrons are in the building

The same evacuation procedures should be used as in pages 2–6 when there is no public or audience in the venue. The exception being the Front of House evacuation as the Stewards would not be required to evacuate the patrons from the venue or check the toilets etc.

There would be a much greater reliance on the roll calls to ensure all personnel including staff, contractors etc are accounted for.

Where other areas are open to the public during non-event periods e.g. reception, set-up, Operations Assistants, Receptionists, Catering Managers, Technicians and other Events Staff are responsible for checking their area, toilets etc to ensure they are empty and for directing people to the fire exits & Assembly areas. They also have responsibility for carrying out the roll call for their teams and reporting to the Duty Manager / Nominated Responsible Person.

B. Management Off-site (Main Building)

The following is a description of staff responsibilities during an emergency evacuation when no patrons are in the building and no management are onsite e.g. when security are staffing reception.

If the alarm activation is in Jamie's Italian Restaurant, staff should liaise with the restaurant management.

If the alarm activation is in Assembly Rooms then liaise with Jamie's Italian Management and evacuate the building. Meet with Fire Brigade outside building and explain the situation (if known). Call Assembly Rooms emergency contact to advise of the situation and fill in incident/fire report.

C. Administration Offices

The following is a description of staff responsibilities during an emergency evacuation when office staff is in the building and not involved in the running of events in the main Assembly Rooms building.

1. If the AR main building alarm sounds, no need to evacuate
2. If the AR admin office alarm sounds, all staff should evacuate the building and congregate at the assembly point outlined in pages 2-6
3. The Duty Manager or **Nominated Responsible Person** will then do a role call and liaise with the authorities
4. No one should access the building until told so by the **Nominated Responsible**

3. Points to Remember

- STAY CALM
- **DO NOT** RUN
- **DO NOT** USE THE LIFT
- **DO NOT** DELAY YOUR DEPARTURE BY COLLECTING PERSONAL BELONGINGS
- REPORT TO THE ASSEMBLY AREA
- **UNDER NO CIRCUMSTANCES** RE-ENTER THE BUILDING UNTIL YOU ARE TOLD TO DO SO BY THE DUTY MANAGER / NOMINATED RESPONSIBLE PERSON

A. Building Checklist

- Has someone phoned 999 and reported the fire?
- Are there any disabled people still in the building?
- Are all areas of the building accounted for?
- Has the Duty Manager or Nominated Responsible Person sent individuals to prevent unauthorized access?
- Is the Duty Manager / Nominated Responsible Person at the front door to meet the Fire Brigade and show them the location of the control panel?
- Is there space at the front of the building for the fire appliance(s)?
- If not, can some vehicles be easily moved?
- Have all neighbouring buildings been alerted to the alarm?

4. ACTION IN OTHER EMERGENCY SITUATIONS

All kinds of emergency situations can arise in a busy public building. These include

- A. Non Fire Related
- B. Acts of Terrorism
- C. Chemical, Biological and Radiological Attacks
- D. Power Failure
- E. Structural Collapse
- F. Theft
- G. Violent Attacks
- H. Accidents / Sudden Illness
- I. Water e.g. leak, flood
- J. Lift Breakdown
- K. Major external Incident

Any combination of the above emergencies can occur.

It is absolutely necessary that **EVERY** member of staff and the hirers including the Stewards is familiar with the necessary action and procedures in every incident.

This means that there is less likelihood of panic and you will be in a position to be helpful rather than helpless.

A. Non Fire Related

Whatever the emergency, if it is deemed necessary by the **Duty Manager or Nominated Responsible Person** or the emergency services to evacuate the Assembly Rooms Edinburgh, then please follow the same procedures set out on pages 2-7 relating to Fire.

B. Acts of Terrorism

Events such as visits by local or national dignitaries, political appearances or royal visits often attract media attention and therefore may increase the likelihood of bomb hoaxes and other threats.

It is therefore necessary to operate a strict system of control within the Assembly Rooms Edinburgh at these events. This will invariably include searches of patrons, performers and staff entering the venue.

If you are on duty at any of these high profile events you will have to be extra vigilant. If you notice anything suspicious report it immediately to the **Duty Manager or Nominated Responsible Person**. No matter how trivial you may think it is, if it is bothering you then tell them.

Most bomb threats are made by telephone. The overwhelming majority are hoaxes but they all need to be treated seriously. They are often the work of malicious jokers, although terrorists also make hoax calls with the intent of causing alarm and disruption. In the unlikely event that you find yourself answering the telephone in the theatre office and receive one of these calls try to follow the procedure set out below.

The **Duty Manager or Nominated Responsible Person** has copies of the Government-approved pro-forma for use during the phone call. A copy should always be readily available for staff and others who regularly take telephone calls.

You can gather valuable information if you remain calm and ask the questions contained in the form and follow the advice given. Try to keep the caller on the line as long as possible.

Speak slowly and clearly, try to stay calm and if possible try to listen to their accent. Also please try and listen for background noises. This will assist greatly in dealing with this difficult situation.

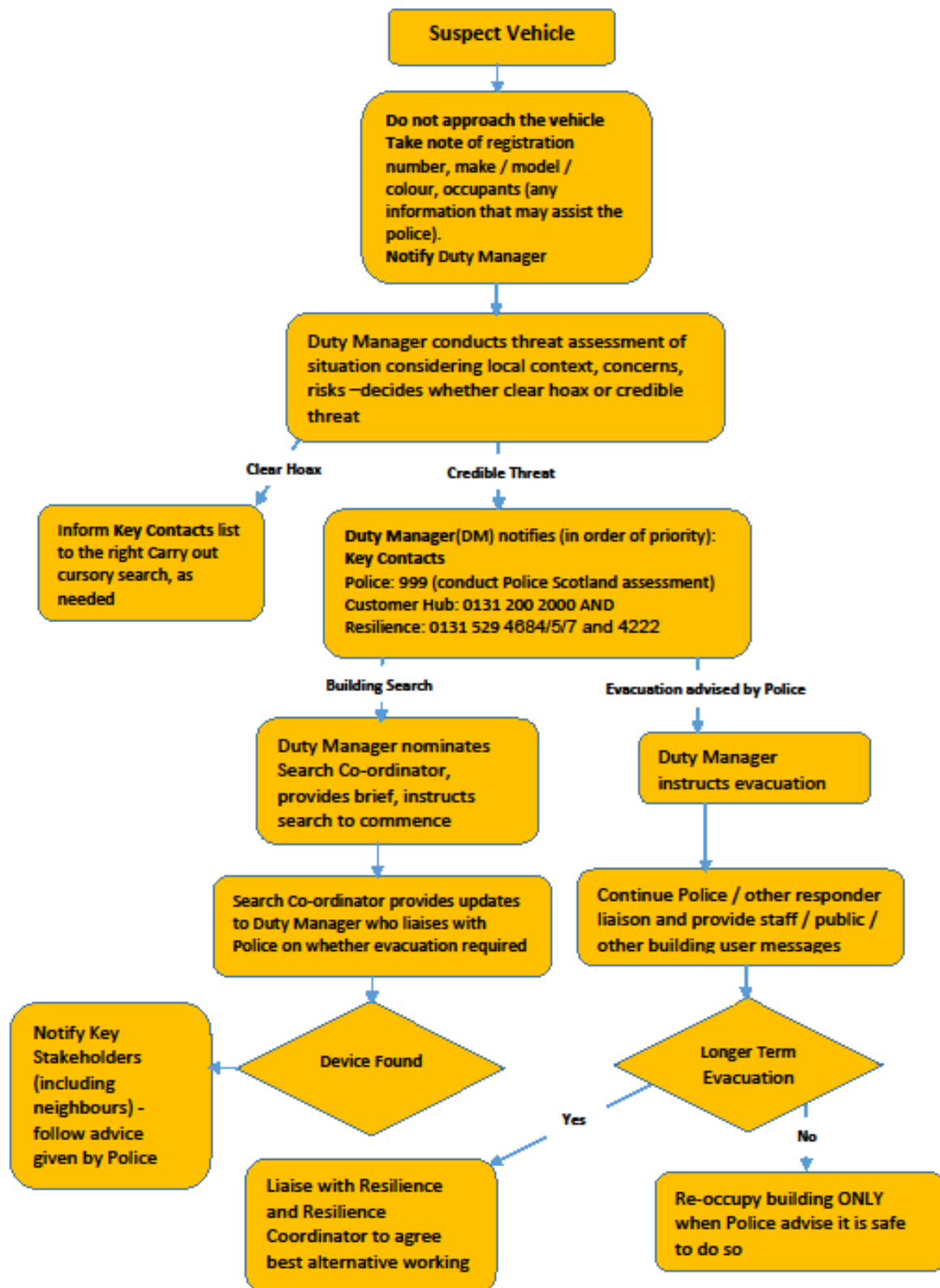
Any person receiving a bomb threat should notify the **Duty Manager or Nominated Responsible Person** immediately then they ***must call the police immediately*** but evacuation must **NOT** begin at this stage: the emergency services will evaluate the threat and advise if evacuation is required. A device might have been planted outside in which case it might be safer for people to remain in the building.

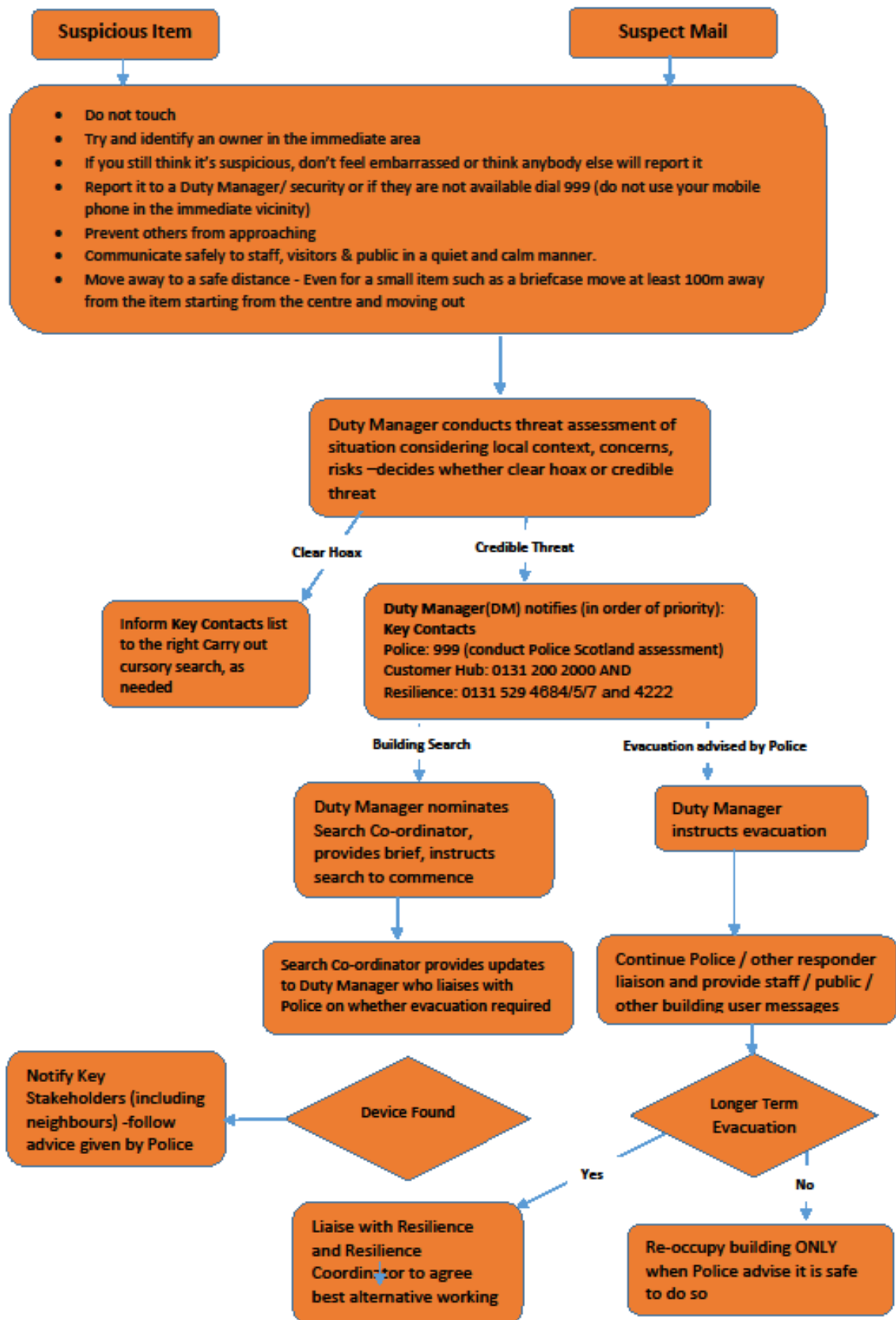
If the emergency services instruct that the building be evacuated, the procedures as in pages 2 – 7 should be followed, but evacuation should be to a safe distance from the building, which is likely to be beyond the usual Assembly Point.

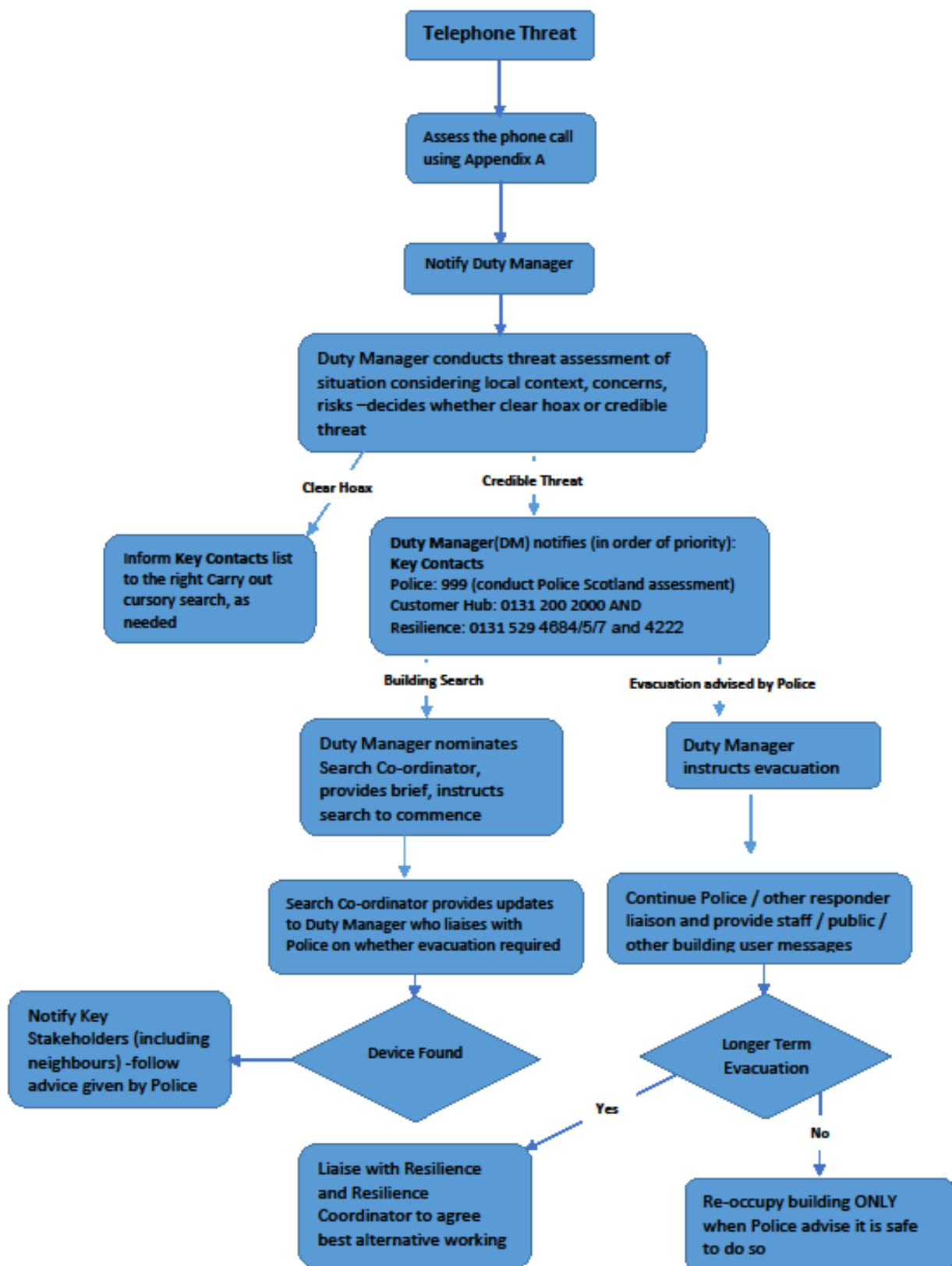
If the caller has identified the area where the device has been placed the emergency services may ask the Nominated Responsible Person to investigate. If no area is specified, the emergency services may ask staff to search all areas for anything suspicious and notify the Nominated Responsible Person of anything they find, without touching or moving the item. The search will continue until the emergency services give the all clear.

Please see flowcharts below for guidance on procedures to assist in dealing with the following;

- Telephone Threats
- Suspicious Mail
- Suspicious Items
- Suspect Vehicles







C. Chemical, Biological and Radiological Attacks

If there is evidence to suggest that the suspect item is a chemical, biological or radioactive (CBR) device then the following measures should be taken in addition to those specified above for Bomb Alerts:

- Shut down air handling systems (Communication Office) that may contribute to the movement of airborne hazards (including computer equipment containing fans)
- ensure that doors can be closed quickly if required
- if the suspect item can be isolated by leaving the immediate area, do so as quickly as possible, closing doors and windows as you go
- move those directly affected by an incident to a safe location as close as possible to the scene of the incident, so as to minimise spread of any potential contamination and keep them separate from those not involved so as to minimise the risk of inadvertent cross-contamination
- ask people not to wander off
- the emergency services will take responsibility for treatment of casualties.
- Seek further guidance from the emergency services

D. Power Failure

In the event of a power failure the **Duty Manager or Nominated Responsible Person** will decide if/when an evacuation is necessary. There is emergency lighting which will enable the evacuation procedures to take place as per page 2 - 7.

E. Accidents / Sudden Illness

Quick and effective first aid treatment can save lives. The important point is to remember to act quickly and get the first aid person immediately if you are made aware of any health problems. If in doubt call the emergency services.

The Duty Manager is a trained first aider and should be called to attend any person who feels unwell, has had an accident etc. In addition there may be members of the FOH staff or hirers who are also first aid trained and would administer emergency first aid if required. You will be told who the first aid persons who are on duty at your briefing session at the start of the evening.

First Aid kits are located around the building as per the First Aid Plan.

All accidents involving patrons, staff or performers should be recorded using the appropriate accident report forms held by the **Duty Manager or Nominated Responsible Person** in the Communications office. All completed forms should be handed to the **Duty Manager or Nominated Responsible Person** for investigation and filing.

F. Structural Collapse

This area covers ceilings, walls or temporary structures in place for a performance.

If any of these areas collapse or fall over:

- Clear the area immediately;
- Report the incident to either the **Duty Manager or Nominated Responsible Person / Services Manager/ Front of House Manager and the Facilities Manager**
- Cordon off the area to prevent access;
- Evacuate the area if necessary to prevent further damage or injury;
- Locate a first aider and have him/her stand by; and
- It may be necessary to summon aid from the rescue services if any person is trapped in the debris

G. Theft / Violent Attacks

Armed robberies, muggings, minor thefts, pick pockets and other assaults are part of everyday life. The Assembly Rooms is usually too public for a lot of assailants however we must be prepared to know how to react in this kind of situation.

If you witness an attack, robbery or threat do not put yourself in any danger but summon assistance. Inform the **Duty Manager or Front of House Manager** immediately who will call the emergency services as required. Try where possible to obtain a description of the assailant.

If you are the victim of a violent attack, which may include verbal abuse and aggressive or threatening behaviour you should summon assistance and report this immediately to the **Duty Manager or Front of House Manager**.

On receiving a call from a member of staff who is the subject of a violent attack **Duty Manager or Front of House Manager** should immediately send a response including a member of the security team (if in attendance). In cases where the assailant is not prepared to moderate their behaviour immediate assistance should be sought from the police.

All incidents should be recorded according to the Council policy on Violence to Employees at Work using appropriate report forms which are held by the Front of House Manager in the Health & Safety folder.

H. Water Related Incidents

In the event of a burst pipe or leak, the **Duty Manager or Nominated Responsible Person/Facilities Manager** will isolate the relevant area by switching of stock cocks, valves etc... and notifying an emergency plumber.

If an evacuation is required then the evacuation procedures in pages 2 – 7 should be followed.

I. Lift Breakdown

In the event of a lift breakdown where occupants are trapped in the lift, they will press the alarm button which rings outside the lift and sounds like a telephone and also has a direct telephone link to the external monitoring station. The staff at the monitoring centre will arrange for a lift engineer to attend and release the lift occupants. They will also phone the Assembly Rooms to ensure they are aware someone is trapped in the lift. Should the Assembly Rooms staff become aware someone is trapped in the lift they will contact the 24 hour

Orona call centre on **0845 894 9127** who will log the issue and dispatch the lift engineer if they are not already en route.

It is important to keep communicating with the occupants who are stuck in the lift. Messages can be relayed by a member of staff at the lift level nearest to where the lift is stuck to let them know what is being done to get them out.

Staff should also check if any of the occupants have a medical condition, how they are feeling etc in case they need medical attention or medication or to be released more urgently. Check if they need anyone to be contacted on their behalf who may be worried about their whereabouts. It may be possible to make contact with the occupants if they have their own mobiles and they still get a signal in the lift.

J. Major Incident External

In the event of a major incident occurring in the city centre of Edinburgh, the venue will automatically follow the following guidelines and if required the Edinburgh Major Incident Evacuation Plan;

- On raise of the Alarm the **Duty Manager or Designated Responsible Person** will be the **first and only point of contact** with the authorities
- ALL radio communications MUST cease unless the **Duty Manager or Designated Responsible Person** requires to communicate with an individual over the radio.
- The **Duty Manager or Designated Responsible Person** will ensure that the ground floor is evacuated to the 1st floor, by all staff, public and any other patrons including the toilets and Jamie's Italian staff. On the first floor, all patrons will be directed to the Ballroom and or Music Hall.
- If more appropriate the **Duty Manager or Designated Responsible Person** will advise Jamie's Italian to close its doors from George Street and Rose Street instead and instruct them to await further communication from the **Duty Manager or Designated Responsible Person**

- As part of the ground floor evacuation the **Duty Manager or Designated Responsible Person** will instruct reception to immediately close and lock the external doors if possible and help with the ground floor before proceeding to the 1st floor Crush Hall area to await further instructions.
- The **Duty Manager or Designated Responsible Person** will then appoint staff to lock and guard the Crush Hall doors until otherwise advised.
- The **Duty Manager or Designated Responsible Person** will ensure that the public and BOH lifts are isolated utilising the control key until otherwise advised.
- The **Duty Manager or Designated Responsible Person** should maintain the venue in this emergency status until otherwise advised by the emergency services.
- If required normal evacuation, as detailed in the in pages 6 – 7

If a decision is made to evacuate the city centre by Police Scotland the Edinburgh Major incident Evacuation Plan will come into effect, overriding the venues emergency plan. This will be managed by the emergency services.

5. COMMUNICATION STRATEGY

The communication strategy relates to informing relevant staff/departments within the Council. It is implemented once the necessary evacuation and emergency procedures have been carried out. In the event of a serious emergency or incident, the Duty Manager or Nominated Responsible Person should contact the following officers to provide an explanation of the incident.

What constitutes a serious emergency or incident?

Clear cases are things such as a fire, structural collapse, bomb threat/terrorist attack, any incident resulting in death or injury, or that could have resulted in death or injury. e.g. Incidents such as the lamp falling off the roof should be reported to the Front of House Manager and Cultural Services Manager. A violent attack on a member of staff or anyone on the premises should also be reported.

In other cases common sense and good judgment should prevail about whether the incident is considered serious enough to contact others.

Front of House Manager: Paul McKerrow

07710 386521 (mobile work)

07710043623(mobile personal)

Cultural Services Manager: Karl Chapman

0131 228 8589 (office)

0779 5121243 (mobile)

If the Front of House or Cultural Services Manager are either non contactable or not in a position to report to the Director of Culture then the Duty Manager or Designated Responsible Person should contact them directly.

Lynne Halfpenny, Director of Culture, City Strategy and Economy

07771 778438 (mobile)

0131 529 3657 (office)

Property Management

If required inform the Council's property management team, who are able to advise on matters such as sealing the building/area off from the public. This includes advice on whether streets and footways outside the building should be cordoned off.

Corporate Property and Emergency Planning

Duty Officer, Corporate Property and Emergency Planning

0131 200 2000

Press/Media

Under no circumstance should individual staff speak directly to the media. All management of the press and media will be dealt with by Corporate Communications.

Corporate Communications

For all matters relating to the media, the first point of contact is:

24 Hour Switchboard (ask for Duty Press Officer)

0131 200 2000

The mobile number for the duty Press Officer is: 07836 574508.

If you have a query during office hours you can contact:

Stewart Argo, Media Manager 0131 529 4430

Other useful contact numbers:

City of Edinburgh Council 24 Hour Switchboard

0131 200 2000

Police Station (Gayfield Police Station)

0131 526 9270

What constitutes a serious emergency or incident

Clear cases are things such as a fire, structural collapse, bomb threat/terrorist attack, any incident resulting in death or injury, or that could have resulted in death or injury. e.g. Incidents such as the lamp falling off the roof should be reported to the General Manager. A violent attack on a member of staff or anyone on the premises should also be reported.





In other cases, common sense and good judgment should prevail about whether the incident is considered serious enough to contact others.

6. APPENDICES

APPENDIX A: Types of Fire Extinguishers

The illustration below shows the types of extinguishers and the types of fire that each is suitable for.

Fire Extinguisher Chart

Extinguisher		Type of Fire					Special Notes
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO ₂)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

APPENDIX B: Evacuation Procedures

Music Hall

Welcome to the *Music Hall* at the Assembly Rooms, Edinburgh. There a number of housekeeping details that we are required to draw your attention to.

Firstly, toilet facilities are accessible via the *Crush Hall*. Ladies are on the First Floor and Gents are on the Ground floor down the West Staircase

Secondly, in the unlikely event of an evacuation the fire alarms will sound and there will be two flashing beacons activated at the rear of the room above both entrances from the Undergallery Bar. Please follow the directions of our stewards and exit the building in a calm and orderly manner. **Do not** attempt to use the lift.

There are four fire exits from the *stalls*. Two exits are through the marked doors both stage left (West) and stage right (East). Make your way to the bottom of the staircase and exit onto Rose St. The meeting point is outside Primark. The other two are through the doors into the Undergallery Bar and back down the stairs via the Crush Hall to the main entrance. The meeting point will be on the pavement at the junction with Frederick St or Hanover St.

Fire Exits from the *balcony* will be through the four marked doors East and West. Make your way to the bottom of the staircases and exit into the Lanes and onto Rose St. The meeting point is outside Primark.

Please remain at the Meeting Points until directed to re-enter the building by a member of AR staff.

We hope you enjoy your event at the Assembly Rooms and if you have any requirements or queries please don't hesitate to contact your Events Manager.

Ballroom

Welcome to the *Ballroom* at the Assembly Rooms, Edinburgh. There a number of housekeeping details that we are required to draw your attention to.

Firstly, toilet facilities are accessible via the *Crush Hall*. Ladies are on the First Floor and Gents are on the Ground floor down the West Staircase

Secondly, in the unlikely event of an evacuation the fire alarms will sound. Please follow the directions of our stewards and exit the building in a calm and orderly manner. **Do not** attempt to use the lift.

There are three fire exits from the Ballroom.

Exit one - through the marked door leading to the Crush Hall (West) down the East or West Staircase and out the main entrance. The meeting point will be on the pavement at the junction with Frederick St or Hanover St.

Exit two - through the marked door to the East of the Ballroom turn right and exit via the Crush Hall down the East or West Staircase and out the main entrance. The meeting point will be on the pavement at the junction with Frederick St or Hanover St.

Exit three – through the marked door to the West of the Ballroom follow corridor and exit via the marked fire exit staircase in the West Corridor. Make your way to the bottom of the staircase and exit into the West Lane and right onto George St. The meeting point will be on the pavement at the junction with Frederick St or Hanover St.

Please remain at the Meeting Points until directed to re-enter the building by a member of AR staff.

We hope you enjoy your event at the Assembly Rooms and if you have any requirements or queries please don't hesitate to contact your Events Manager.

East Drawing Room

Welcome to the *East Drawing Room* at the Assembly Rooms, Edinburgh. There a number of housekeeping details that we are required to draw your attention to.

Firstly, toilet facilities are accessible via the *Crush Hall*. Ladies are on the First Floor and Gents are on the Ground floor down the West Staircase

Secondly, in the unlikely event of an evacuation the fire alarms will sound. Please follow the directions of our stewards and exit the building in a calm and orderly manner. **Do not** attempt to use the lift.

The Fire Exit is through the main door of the room and turn immediately left through the marked door. Turn left again and go through the doors onto the metal staircase leading into the East Lane. Make your way to the bottom of the staircase and exit into the East Lane and onto Rose St. The meeting point is outside Primark.

Please remain at the Meeting Points until directed to re-enter the building by a member of AR staff.

We hope you enjoy your event at the Assembly Rooms and if you have any requirements or queries please don't hesitate to contact your Events Manager.

West Drawing Room

Welcome to the *West Drawing Room* at the Assembly Rooms, Edinburgh. There a number of housekeeping details that we are required to draw your attention to.

Firstly, toilet facilities are accessible via the *Crush Hall*. Ladies are on the First Floor and Gents are on the Ground floor down the West Staircase

Secondly, in the unlikely event of an evacuation the fire alarms will sound. Please follow the directions of our stewards and exit the building in a calm and orderly manner. **Do not** attempt to use the lift.

The Fire Exit is through the main door and turn right. Follow corridor and exit via the marked fire exit staircase in the West Corridor. Make your way to the bottom of the staircase and exit into the West Lane and right onto George St. The meeting point will be on the pavement at the junction with Frederick St or Hanover St.

Please remain at the Meeting Points until directed to re-enter the building by a member of AR staff.

We hope you enjoy your event at the Assembly Rooms and if you have any requirements or queries please don't hesitate to contact your Events Manager.

APPENDIX C: Responsibilities in an Emergency

A. Front of House Manager/ Event & Duty Manager

During an emergency evacuation

- Take charge should an emergency situation arise.
- Receive reports from the Nominated Responsible Person.
- Meet the Emergency Services on their arrival and appraise them of the situation.
- Liaise with the Emergency Services during the course of the incident as necessary.
- The General Manager must read through the building emergency evacuation checklist and ensure that the questions have been appropriately answered.

At other times

- The Duty Manager will carry out emergency procedures training for hirers Front of House Teams i.e. Stewards
- Liaise with the Council's Public Safety representative as necessary.
- Liaise with the Council's Corporate Communications Duty Press Officer as necessary.
- As soon as is practicable following the incident hold a de-briefing meeting with the key members of staff to record the circumstances of the incident and assess the performance of the Emergency Plan.
- Periodically review the Fire Risk Assessment for the premises to ensure that the control measures remain effective.
- Keep the Emergency Plan under constant review to ensure that all the information is relevant and up to date.
- Ensure that any employee trade union representatives are kept informed of the content of the Fire Risk Assessment and Emergency Plan.
- Make provision for relevant training of staff in the requirements of the plan.
- Make provision for the training of an appropriate number of persons in the safe use of equipment to extinguish fires.
- Arrange for Fire Drills to be carried out at least twice a year and for the results to be recorded in the Fire Log Book (Note: Any unplanned/emergency evacuations of the premises can be counted)
- Ensure that all equipment pertaining to the fire precautions (e.g. fire extinguishers, fire blankets, fire alarm system, automatic detectors, evacuation chairs etc) are inspected and maintained annually.

B. Nominated Responsible Person

During an emergency evacuation;

- The Nominated Responsible Person should be prepared to deputise for the General Manager / Assistant Manager in the carrying out of their duties (listed on previous page) should they be absent.
- The Nominated Responsible Person will notify the Fire Brigade by phone.
- If the Fire Panel & Alarm is activated the Nominated Responsible Person will check which zone has triggered the alarm, if possible, and if it would affect the evacuation routes verbally notify the Stewards / Stage Manager as required
- The Nominated Responsible Person would be either the Technician and or a Customer Assistant
- Report to the General Manager.
- Liaise with the General Manager and offer assistance to the Emergency Services as required on Hall layout, construction, etc.
- The Nominated Responsible Person will carry out the following at the Assembly point at the front of the Theatre
 - i) A roll call for the City of Edinburgh Council staff & contracted in cleaners and security (if in building)
 - ii) A roll call for the Stewards and their section of Front of House
 - iii) Receive a report from the Stage / Assistant Stage Manager who will have taken a roll call for back of house evacuation including contracted in technicians, performers, any other BOH helpers e.g. dressing rooms, stage assistants as well as confirming their areas have been checked and are clear.
 - iv) Receive a report from the cafe manager who will have taken roll call for café / bar assistants.
- The Nominated Responsible Person must read through the building emergency evacuation checklist and ensure that the questions have been appropriately answered.

At other times;

- The Nominated Responsible Person will carry out a visual inspection of all front and back of house areas, escape routes and emergency exits prior to the Theatre opening doors to performers or patrons.
- The Technician will carry out emergency procedures training for Lighting Operators and Stage Manager & Assistant Stage Manager.

C. Front of House Stewards (Including a nominated Head Steward/Hirer)

During an emergency evacuation

- On hearing the alarm or seeing alarm beacons, open the doors and direct the patrons to the nearest exit by calling clearly "*This way quickly please*".
- Offer special assistance to patrons with disabilities to evacuate the building once the evacuation is underway.
- Where the patron with the disability is unable to evacuate from the wheel chair spaces on the first floor, they and their companion should be directed to and remain in the refuge transfer area. You would then notify the Nominated Responsible Person at the Assembly Point of the disabled person and companion's position in the building. The patron with the disability should also be advised to set off the refuge transfer area alarm which rings on the alarm panel at the Theatre office, near the front entrance.
- The Nominated Responsible Person would then notify the Emergency Services on their arrival of patrons / companions location in the building in order to arrange evacuation.
- Thoroughly check all areas, including toilet areas for any patrons
- After all the patrons have evacuated close all the doors as they leave the building.
- Report to the Nominated Responsible Person to report which sections of front of house has been checked.

At other times

- Attend the event briefings and pre event briefings given by the Duty Manager when on duty
- Familiarise yourself with the building layout, paying particular attention to the emergency escape routes and exits
- Familiarise yourself with the Assembly Rooms emergency procedures especially the public evacuation section.
- The Head Steward/Hirer will carry out pre-concert / event briefings and include any items relevant to emergency situations e.g. number of tickets sold, number of disabled patrons who may need help in an evacuation, who holds keys to lock off the lift, who are the first aiders etc.

D. Artists / Performers/Production/Caterers and backstage support team members

During an emergency evacuation

- Evacuate from the building, following instructions from Duty Manager/ Nominated Responsible Person
- Do not delay your departure from the building by collecting your belongings
- Go to the designated Assembly Point.
- Report to the Stage Manager for a roll call.
- Do not re-enter the building until told that it is safe to do so.
- Do not wander off.

At other times

- Attend the briefings given by the Duty Manager
- Familiarise yourself with the building layout, paying particular attention to the emergency escape routes and exits

- Familiarise yourself with the Assembly Rooms emergency procedures especially the evacuation section.

E. Any Other Building Occupants (Contracted Cleaners, Security, Lighting or Hiring Company Crew)

During an emergency evacuation;

- Evacuate the building by the nearest available exit, giving assistance to patrons / performers who are less familiar with the building.
- Report to the Nominated Responsible Person at the Assembly Point.

At other times

- Attend the briefings given by the Duty Manager
- Familiarise yourself with the building layout, paying particular attention to the emergency escape routes and exits
- Familiarise yourself with the Assembly Rooms emergency procedures especially the evacuation section

Additional Reading:

City of Edinburgh Council Major Incident Plan

If you are unsure about any detail in this booklet, please talk to your manager

