



## TROWBRIDGE SYMPHONY ORCHESTRA

*Registered Charity 1049949*

### FIRE EVACUATION PROTOCOL

#### **Protocol for the evacuation of St. Augustine's College in case of fire or other emergency**

1. If you detect a fire or other hazardous situation – sound the fire alarm. The concert manager (or another appointed person or committee member in the absence of the concert manager) will ring the emergency services.
2. When you hear the alarm you must evacuate the building in a speedy but orderly manner. Please exit the hall through the two sets of fire exit doors to the right of the stage. You may take a small instrument with you if you are already holding it, but do not pause to collect other belongings. Proceed to the Assembly Point in the car park, to the right of the entrance gates.
3. Jo French or Stuart Nickless (or another appointed person or committee member in their absence) will check the building to ensure that everyone has left.
4. As we have no attendance register, section leaders must check that all members of their section are present at the Assembly point. Each member of the orchestra can help by remembering who was sitting next to them.
5. You are only allowed to return to the building when the alarm is declared to be false, or when the building has been declared to be safe by the officer in charge of the emergency services.

#### **Designated Fire Officers:**

- Jo French
- Stuart Nickless

This policy was reviewed and re-adopted at the Annual General Meeting of Trowbridge Symphony Orchestra on 27 September 2023.

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