



TROWBRIDGE SYMPHONY ORCHESTRA

Registered Charity 1049949

FIRE EVACUATION PROTOCOL

Protocol for the evacuation of Walwayne Court School in case of fire or other emergency

1. On the detection of a fire or other hazardous situation the alarm should be sounded. The concert manager (or another appointed person/committee member in the absence of the concert manager) will ring the emergency services.
2. On hearing the alarm the building is to be evacuated in a speedy, but orderly manner. Please use the nearest exit: the main door or the window door in the hall. You may take small instruments if you are already holding them but do not pause to collect other belongings. Proceed to the Assembly point in the car park near the caged section of the grounds.
3. Jo French or Stuart Nickless (or another appointed person/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 also by remembering who was sitting next to them.
5. Return to the building is only allowed 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.

This policy was reviewed and re-adopted at the Annual General Meeting of Trowbridge Symphony Orchestra on 26 September 2018.

Designated Officers:

- Jo French
- Stuart Nickless

Secretary: Peter Wratten

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