



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. 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 exit the hall through the two sets of fire exit doors to the right of the stage. 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, to the right of the entrance gates.
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 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 2 October 2019.

Designated Officers:

- Jo French
- Stuart Nickless

Secretary: Peter Wratten

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