

Evacuation & Safety Instructions

Welcome to The Stevenage Arts & Leisure Centre. In the interests of safety we have put together this brief guide to ensure you know what to do in the event of an emergency. You are advised to make yourself familiar with the exit routes in case of an evacuation. If you are in any doubt, you will be directed by, the Duty Stage Manager or a member of Stage or FOH Staff who will be stationed at one of the Fire Exits.

IF THE RED STROBES ARE FLASHING AND THE AUTOMATIC EVACUATION ANNOUNCEMENT IS OPERATING THEN THE STAFF WILL EVACUATE THE THEATRE AREA.

IF THE WHITE STROBE IS FLASHING, THE SYSTEM IS IN PRE-ALARM AND STAFF SHOULD STAND BY TO FOLLOW INSTRUCTION FROM THE STAFF MEMBER OPERATING THE REPEATER PANEL.

The assembly point is the main car park adjacent to the MECCA Bingo Building.

In the event of the evacuation of the building, please leave in a calm and controlled manner, following instructions given by the Duty Stage Manager or Stage Staff, by the nearest convenient exit and meet at the assembly point, i.e. dressing rooms by the stage door or Stage Right Corridor exits; orchestra pit members by the Stage Door or Loading Bay and the Stage Area by upstage left or right emergency doors.

Do not stop to collect your personal belongings, they are insured in the case of a fire. Having left the building move right away to allow the public to exit, and then assemble in the main car park, adjacent to MECCA Bingo. Wait there until the Duty Stage Manager or other member of Stevenage Leisure staff instructs you that the building is safe to re-enter.

If you should see any defective exit lights or other potential hazards or obstructions, please inform the Duty Stage Manager or any other member of staff immediately. All emergency exits and dressing room corridor exits must be kept clear - do not prop doors open especially with fire extinguishers. Please also remember to check that all electrical items are unplugged when not in use. Appointed First Aiders in the building are the Duty Stage Manager and the Duty Manager. All accidents must be reported to a member of Stevenage Leisure Staff.

Finally, May we remind you

- Smoking and consumption of alcohol is not permitted in the dressing room or backstage areas. Please only smoke in the designated areas that are clearly signed around the building.
- To give all valuables to your Company Manager (or appointed person) and not to leave valuable items in the dressing rooms or onstage overnight.
- Dressing rooms should be cleared 30 minutes after the performance has finished.
- Use the bins provided for all rubbish.
- Take all belongings with you on the last night of your performance. Any items left will be disposed of (unless otherwise arranged).

The Chief Technician can be contacted, by telephone on 01438 242612, or via email backstage@sll.co.uk. We hope you have an enjoyable time with us and if we can do anything to help, please do ask myself or a member of staff.

Dave Nott

Chief Technician.