

## Duty Manager Fire check sheet

It is the responsibility of the Duty Manager to ensure that on a daily basis checks are carried out in the public and common areas. The Duty Manager will carry out the following checks immediately prior to opening of the building and prior to the performances. Duty Manager will sign and date that all the checks have been satisfactorily completed.

Daily and pre-event Checks	YES	NO	N/A	COMMENTS
<b>Escape Routes (to include corridors within the residential areas)</b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No doors wedged or propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Is the main indicator panel showing "Normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are all escape routes and exit signs adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Auditorium – No Event</b>				
Are all doors locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all lights off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Auditorium – Opening for an event</b>				
Are all doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all emergency lights on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape routes throughout the building</b>				
Are emergency exit signs illuminated and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pre-Event Checks</b>				
Fire doors clear of obstructions (internal doors unlocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BMS temperature checked and correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During inclement weather				
Additional checks must be conducted in the foyer area and action taken to warn customers of slip hazards due to slippery floor via signage. Appropriate action also needs to be taken to remove access water as far as reasonably practicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monday of each week (check first aid equipment and restock)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Box Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loading bay next to lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lift alarms and link to call centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name..... Signature..... Date.....

Time.....

In the event of a fire the Duty Manager will carry out the procedure for evacuation as outlined in the Fire Safety Management Plan.

**On activation of the Apex fire detection and alarm system:**

The Duty Manager will initiate investigation.

The designated Emergency Evacuation Warden(s) will investigate the location using the 2-way radio and if confirmation of a fire exists the fire alarm and announcement would be broadcast by the Apex fire detection and alarm system.

The Duty Manager will call the Fire Brigade and then the arc management suite to confirm there is a fire. In the event of a false alarm the Duty Manager will contact arc management suite to confirm false alarm (during operational hours).

The Duty Manager, now the Emergency Controller will, coordinate the evacuation procedure' liaising with Front of House Stewards, bar and café staff, the technical and backstage team and the Emergency Evacuation Warden(s) to ensure the safe evacuation of the public and staff to Assembly Point A Charter Square, or if necessary, Assembly Point B, Hanchet Square.

All stewards with allocated area to clear will report to the Emergency Controller to confirm their areas are clear.

The Emergency Controller will relay this information to the Assistant Emergency Controller (technical manager) by 2-way radio which areas have been confirmed as being clear.

Emergency evacuation training for Duty Managers will be carried out quarterly.

Any new staff appointed within the Apex will be trained by the Duty Manager on their first day of appointment. Refresher training will be given by the Duty Manager to existing staff on duty to maintain up to date skills on a quarterly basis.

Written instructions will be provided to stewards and bar staff and will be displayed in specific areas i.e. bar area, cloakroom, box office, and foyer area, auditorium, back of house, dressing rooms, and administration offices to assist the evacuation process.

Written instructions will be provided to customers who hire the conference rooms, dance studio or other areas of the building, of the onus of responsibility and evacuation procedure.