

In order to assist the evacuation during an Emergency Evacuation of a venue, the Regulations require 'Fire Wardens' to be appointed. These wardens are individuals for 'Ushering' people out of the meeting point and directing them to the pre-determined meeting point 'Muster Point'. They are required to assist and/or summon assistance for those less mobile and to restrict the re-entry of personnel other than authorised investigators. When a function is held (eg concert) it is possible to pre-determine locations for wardens which they are required to 'man' and which are pre-notified to the function organisers and venue holders. For pre-arranged events the wardens should complete their duties in accordance with items 5 and 7 below. (Item 6 having been checked by designated wardens)

Such formal arrangements are not practical on rehearsal occasions and the following should therefore be followed;-

1. Wardens from each section of the choir should endeavour to exit via their nearest exit.
2. The first warden should remain at that exit to direct others to the 'Muster Point'.
3. The next warden should proceed to the next exit where they should remain in like manner, and so on.
4. The last 2 wardens in the meeting place should remain until the area is clear of all other personnel.
5. The meeting place wardens should leave the meeting place when cleared, directing the door wardens to leave and they in like manner similarly directing wardens at each exit to leave to meet at the 'Muster Point'.
6. Toilets and anti-rooms used by the choir should be quickly checked so far as is practical by the departing wardens to ensure that they are clear.
7. Wardens must then report areas inspected as cleared to the 'Incident Controller' at the 'Muster Point' and particularly any areas not accessed.

**WARDENS SHALL NOT PUT THEMSELVES, OR ANYONE ELSE,  
AT RISK AT ANY TIME.**

### **Section Leaders**

Please ensure that you or your duly appointed representative for the Rehearsal or Concert (Section Leaders/Representatives ARE required at every gathering) make your way to the 'Muster Point', with the register for that gathering, as quickly as possible. Safe attendance of all members of your section at the Muster Point are required for confirming to the officials for the 'Incident'.