

CONCERT WARDEN DUTY ARRANGEMENTS

Summer Concert 2017

Wardens

For the purposes of the Regulations, Wardens are termed 'Fire Wardens' but in practice for our purposes they are Ushers assisting and directing everyone out of the building to the Muster Point / Meeting Point.

The following locations are allocated to Wardens as shown. It is anticipated that duties will apply ONLY to the principal areas of occupation at the time of any alarm. ie Wardens are not required to enter other parts of the buildings unless exits shown are blocked and alternative routes have to be sought.

Please ensure that you collect a hi-viz waistcoat from me at performance rehearsal and return it as soon after performance as is practical.

Please ensure you familiarise yourself with your allotted stations as early as possible and resolve any queries with me.

When in the Concert Hall

You are required to put on the hi-viz jacket as soon as the alarm sounds and proceed to your allotted station/area. The hi-viz is supplied in a black bag to make it less conspicuous during performances **as you need it with you at all times.**

Duties necessitate ushering everyone out of the building, directing them to the Muster Point and restricting any re-entrants, **WITHOUT PUTTING YOURSELF AT ANY RISK.**

Wardens are required to usher everyone out of their allotted area, assisting those less mobile, summoning additional help as necessary and reporting area clear to door warden (where manned) before reporting to Muster Point. Parts of allotted area which are not accessible or not possible to clear are to be reported to door warden and venue supervisor as a matter of urgency and as soon as practical.

Warden

Allotted Area

Liz Jackson (A)	Ladies Toilets	Check doors along corridor to Toilets, to ensure that no other rooms are occupied, and then exit Door 5 with Richard Larkin
Mike Eustace (B)	Concert Hall	Report status to Door 2 Warden then exit
Freda Miller (S)	Door 4	Exit when Hall empty & Changing Rm Warden out
Brian Gardener (T)	Door 3	Exit when Hall empty
Andrew Henderson (B)	Door 2	Exit when Hall empty and having checked Balcony
David Cottam (T)	Changing Rooms 'D' and 'E'	Report status to Door 4 Warden then exit
Mary Esslemont (S)	Concert Hall	Exit when Hall empty
Richard Larkin (T)	Gents Toilets	Check doors along corridor to Toilets, to ensure that no other rooms are occupied, and then exit Door 5 with Liz Jackson
David Parker (B)	Concert Hall	Exit when Hall empty
Claire Holland (S)	Door 1	Exit when Hall empty

When Picnicking in Dry Weather Area

The Lawn south of the Chapel (adjacent to the Main Entrance) picnic area is safe and picnickers should remain in that area clear of attendant services.

When Picnicking in Wet Weather Area

The Forum on the first floor of the Morgan Sports Centre (North of Car Park) will be made available for the use of picnickers, should wet weather occur during the picnicking period. In the event of 'Emergency Evacuation', picnickers will be required to vacate the building to the Muster Point at the northern end of the Car Park clear of attendant services.

'Wardens' are required to station themselves at the Fire Exit points and exit routes to the Muster Point. Use of the lift is not permitted in such circumstances and 'Wardens' will be required to organise themselves, and summon others, for assisting less mobile people to descend the stairs, including spiral stair.

Section Leaders

Please take account that these Wardens will be the last to arrive at the Concert Muster Point any delays after other last arrivals must be notified to the Venue Supervisor as a matter of urgency.

Attendance for the period of the Concert can be checked in this manner, but during the periods of picnicking this is less reliable but if a degree of checking can be made to determine who is on site, from enquiries within the picnickers, (ie do not leave picnic Muster area) and whether they can be accounted for within the picnic area maybe useful.

I take this opportunity to remind Section Leaders that they are required to take their section register to the Muster Point to check attendance. If any Section Leader is absent on the concert day they should arrange a deputy notified to me, to ensure the register is maintained for both concerts AND all rehearsals.

Should you have any problems in opening attachments please tell me and I will issue hard copies.

Please raise any issues with me as quickly as possible in order that they may be resolved at the earliest possible time.

Despite the fact that this venue is determined as very low risk, we are required to demonstrate preparation for the unlikely.

Many thanks, to you all, for your assistance in this. Thank you also to those who volunteered and have not been selected this time. I will be retaining all names for determining availability for future events.