

CONCERT WARDEN DUTY ARRANGEMENTS

Spring 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. NB Changing Rms include Toilets in immediate area. ie Wardens are not required to enter other parts of the buildings unless exits shown are blocked and alternative routes have to be sought. There is no discrimination of gender and inspecting areas of opposite gender due care and respect is expected.

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.

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.**

Hall and Toilet Wardens etc 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 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

Sally Lambert (A)	Ladies Changing Room	Report status to Door 1 Warden then exit
Mike Eustace (B)	Gents Changing Room	Report status to Door 5 Warden then exit
Andrea White (A)	Door 1	Exit when Hall empty & Changing Rm Warden out
Sheila Hylton (S)	}Door 4	Exit when Hall empty & Changing Rm Warden out
Mary Esslemont (S)	}	
Richard Farmer (B)	Toilet Block	Remain at Location to stop re-entry until Door 2 Warden leaves
David Cottam (T)	Door 3	Exit when Hall empty
Emma Bliss (A)	Door 5	Exit when Hall empty & Changing Rm Warden out
Liz Jackson (A)	Door 2	Exit when Hall empty with Toilet Warden to assist
Claire Holland (S)	}Soloist 4 Changing Rooms	{Report status to Door 5 Warden wait for other
Brian Gardener (T)	}and associated toilets	{Soloist Changing Rm Warden then exit together.
Andrew Henderson (B)	Concert Hall	Exit via Door 2 when Hall empty to check Toilet
Freda Miller (S)	Concert Hall	Exit when Hall empty

Section Leaders

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

I take this opportunity to remind Section Leaders that they are required to take their section register to the Muster Point to check attendance for any Emergency Evacuation, Rehearsals **and** Concerts. If any Section Leader is absent on the concert day they should arrange a deputy and notified 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.