

## CONCERT WARDEN & SECTION LEADER DUTY ARRANGEMENTS - Xmas Concerts 2016

### 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.

The following locations are allocated to Wardens as shown. It is anticipated that duties will apply ONLY to the principal area of occupation at the time of any alarm. ie Wardens are required not 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 last 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 (**not gender defined, attend to all with due consideration**) 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.

<u>Area</u>		<u>Warden</u>	<u>Allotted</u>	
<b>Sue Biggs</b>		Concert Hall	Exit when Hall empty	
<b>Liz Jackson</b>	} {	Toilets @ Door 1 and Door 1	} Exit with David C when Hall, Adult Ed'	
<b>Andrea White</b>				
<b>David Cottam</b>				
<b>Sally Lambert</b>		Adult Ed' Centre and Door 1	} & Toilets are clear	
<b>Richard Larkin</b>		Door 2		Exit when Hall empty
<b>Brian Gardener</b>		Door 3		Exit when Hall empty
<b>Mike Eustace</b>		Door 4		Exit when Hall empty
		Toilets @ Door 5 and Door 5	Wait near Door 5 for Freda and Mary then Exit together when Toilets clear and no traffic from Hall area	
<b>Freda Miller</b>	} {	Toilets @ Door 5 and	Exit with Mike Eustace when Toilets	
<b>Mary Esslemont</b>				} {
		and Human Resources Changing	Hall area	
<b>David Parker</b>		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. If any Section Leader is absent they shall arrange a deputy to ensure the register is maintained for both concerts AND all rehearsals. Please ensure beforehand that our less mobile members ('buddy system') are close to others available and able to assist if evacuation is required. Please note that for visiting Children Choirs, their own Musical Director will act as their Section Leader for the purposes of this activity

### ALL

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.