

# **DEPOT MAYFIELD**

## **EVACUATION PLAN**

### **DOCUMENT CONTROL**

---

|                |                 |
|----------------|-----------------|
| Version:       | 2               |
| Date of Issue: | 6 October 2022  |
| Approved By:   | Kieran Faulkner |

#### **Document History:**

| Version: | Revision Date: | Revised by: | Changes Made:                                                        |
|----------|----------------|-------------|----------------------------------------------------------------------|
| 1        | 04/08/2021     | KF          | Original Document                                                    |
| 2        | 06/10/2022     | KF          | Updated escape routes and alert states, added load in/out evac plan. |
|          |                |             |                                                                      |

## TABLE OF CONTENTS

|                                              |           |
|----------------------------------------------|-----------|
| <b>OVERVIEW.....</b>                         | <b>2</b>  |
| <b>LIVE EVENT EVACUATION .....</b>           | <b>2</b>  |
| Authority to Evacuate .....                  | 2         |
| Evacuation Alerts .....                      | 2         |
| Command & Control.....                       | 2         |
| <b>EVACUATION PLAN .....</b>                 | <b>3</b>  |
| Fire Alarm or other Incident Alerts .....    | 3         |
| Initiating Evacuation .....                  | 3         |
| Public Announcements .....                   | 3         |
| Assembly Points.....                         | 4         |
| Security Incident Evacuation.....            | 4         |
| Post-Evacuation .....                        | 5         |
| <b>SECTOR EVACUATION PLANS .....</b>         | <b>5</b>  |
| Sector 1: Freight Island Courtyard .....     | 7         |
| Sector 2: Freight Island Internal Areas..... | 9         |
| Sector 3: Concourse & Ticket Hall .....      | 11        |
| Sector 4: Depot .....                        | 13        |
| Sector 5: Archive .....                      | 15        |
| Sector 6: North Side Area .....              | 17        |
| <b>LOAD IN/OUT EVACUATION PLAN .....</b>     | <b>19</b> |
| Emergency Exits .....                        | 19        |
| Action on discovering smoke or fire: .....   | 19        |
| Action on hearing the alarm: .....           | 19        |
| At Assembly Point: .....                     | 19        |

## OVERVIEW

---

This Evacuation Plan for Depot Mayfield is designed to cater for all incident and emergency situations during events where the removal of people from hazardous situations must be accomplished in a disciplined and controlled manner.

The Evacuation Plan is based on the premise that people are moved from the immediate source of real or potential hazard to a place of relative safety as early as possible and then by safe evacuation to final places of safety.

## LIVE EVENT EVACUATION

---

### Authority to Evacuate

The Venue Manager, being either the Venue Operations Director or Venue Duty Manager, has the authority to evacuate all, or part of the venue and responsible for all operational activity necessary to carry out any evacuation in accordance with this plan.

The Venue Manager is supplemented by the Event Management Teams who control the operational safety management arrangements on event days ensuring that the Venue Operating Plan and safety Procedures are being implemented.

The Venue Manager is competent authority to make operational decisions where there is an immediate risk to the health, safety, and welfare of attendees and others. Where possible this will be done in conjunction with the Event Management Team.

The senior member of the Freight Island Management Team has the authority to evacuate Sectors 1 & 2 of the site only being within the demise of Freight Island.

### Evacuation Alerts

In an emergency the following evacuation alert states will be used:

|                   |                                                                             |
|-------------------|-----------------------------------------------------------------------------|
| Alert State Amber | Alert to prepare to evacuate all or part of the venue.                      |
| Alert State Red   | Full evacuation of the venue.                                               |
| Alert State Black | Used in security situations where an alternative to evacuation is required. |
| Alert State Green | Emergency is over. Normal operations resume.                                |

### Command & Control

The decision to evacuate the venue is taken by the Venue Manager after assessing the situation. The decision is communicated by the declaration of an **Alert State Red**.

The decision to declare an **Alert State Black** to invacuate or lockdown the venue is taken by the Venue Manager but may also be advised or ordered by the Police or other responsible authorities depending on the circumstances.

Any evacuation will be coordinated from the Event Control Room. If the Event Control Room is unusable due to the emergency, a temporary Control Room should be set up in the Gatehouse.

## EVACUATION PLAN

---

### Fire Alarm or other Incident Alerts

An **Alert State Amber** will be declared in the event of a fire alarm activation or a report of a fire related incident or other incident which might require the evacuation of the Venue.

All radio holders will be notified to standby with an **Alert State Amber** message and radio communication should be limited to essential messages only to allow for clear communication.

Simultaneously, the incident will be investigated. Depending on the nature of the incident and the personnel available this could be viewing the venue CCTV, reports from security or event personnel in the vicinity.

The Venue Manager will then make an assessment on the information available and determine what level of evacuation is required.

### Initiating Evacuation

To initiate an evacuation the Venue Manager will declare an **Alert State Red or Black**.

The Event Controller and Security Controller(s) will notify the event and security staff of the Alert State initiating a SHOW STOP and the event evacuation.

Once this has been completed the Venue Manager will instruct the Event Controller (or other nominated person) to contact the emergency services to notify them of the emergency and the evacuation.

It may not be possible to notify the workforce to prepare for the Evacuation, however, upon hearing the public announcement they should make their way to the assigned evacuation positions.

The Venue Manager will need to decide as to whether it is likely that the event may be able to restart the event after the evacuation. This will inform the public announcements. Factors to consider include:

- Nature of the Incident
- Event attendance and audience demographic
- Capability of security operation
- Availability of suitable ingress space and infrastructure
- Ticketing operation

In the event of a full site evacuation during a major event, it is unlikely to be suitable to readmit attendees and restart the event.

### Public Announcements

Public announcements will be made to attendees to notify them of the need to evacuate. These announcements will be pre-agreed and issued to those persons responsible for making the announcement in an evacuation e.g. stage managers, announcers, comperes.

Example announcement:

*"May I have your attention please. May I have your attention please. It has become necessary to evacuate the building. The event has been cancelled. For your safety, please leave immediately by the nearest available exit. Please leave in a calm and orderly manner."*

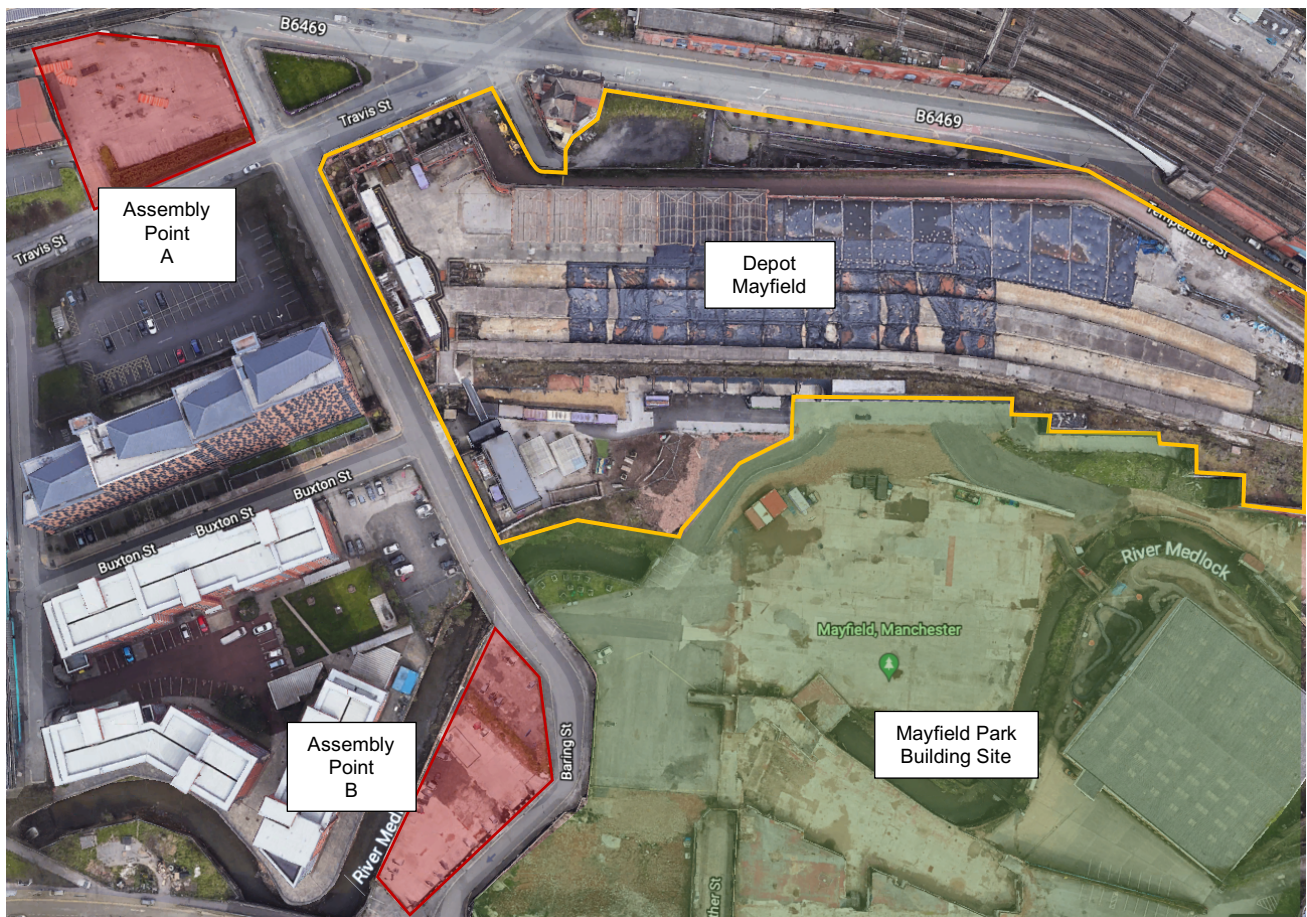
Repeat three times and then at regular intervals.

## Assembly Points

There are two nominated Assembly Points shown on the map below:

- Assembly Point A – Travis Street Car Park
- Assembly Point B – Baring Street Car Park

The primary assembly point is Assembly Point A with Assembly Point B being used where the primary one is unavailable or due to the nature of the evacuation the alternative point should be used.



## Security Incident Evacuation

During security incidents the normal exit routes and assembly points may become compromised or otherwise unavailable. Alternative routes must be considered if routes take people near to the security threat.

A decision must be made whether the safety of the people would be improved or made worse by evacuating. Invacuation or Venue Lockdown may be a more suitable approach.

Where possible Greater Manchester Police should be consulted for accurate information on the security incident and advice taken.

The venue fire alarm system should not be used during a security incident evacuation.

Security staff will need forewarning and may require repositioning prior to initiating the evacuation.

## Post-Evacuation

Once it has been established that the evacuation is complete the Venue Manager must notify the Emergency Services Officer in Charge and provide them with details of unaccounted for members of the workforce and people who have refused to leave the venue during the evacuation.

The decision to re-occupy the venue after evacuation will be taken by the Venue Manager once it has been established the venue is safe to re-enter.

Where there has been a fire, and Greater Manchester Fire and Rescue Service have been in attendance, the authority of the Senior Fire Officer must be obtained before the scene reverts back to Venue control.

## SECTOR EVACUATION PLANS

---

The Venue is split into 7 Sectors:

- Sector 1 – Freight Island Courtyard
- Sector 2 – Freight Island Internal Areas
- Sector 3 – Ticket Hall & Concourse
- Sector 4 – Depot
- Sector 5 – Archive
- Sector 6 – North Side Area
- Sector 7 – Platform

The following plans details the actions that should be taken in each of those areas and the roles and responsibilities.

These Evacuation Plans show all available emergency exits from each of the spaces. However, due to the event operations it may be necessary to not use one or more of the available exits.

Where this occurs, a reduction in the available exit capacity of the space must be applied and consideration must be made for travel distances to the available emergency exits.

### General Notes

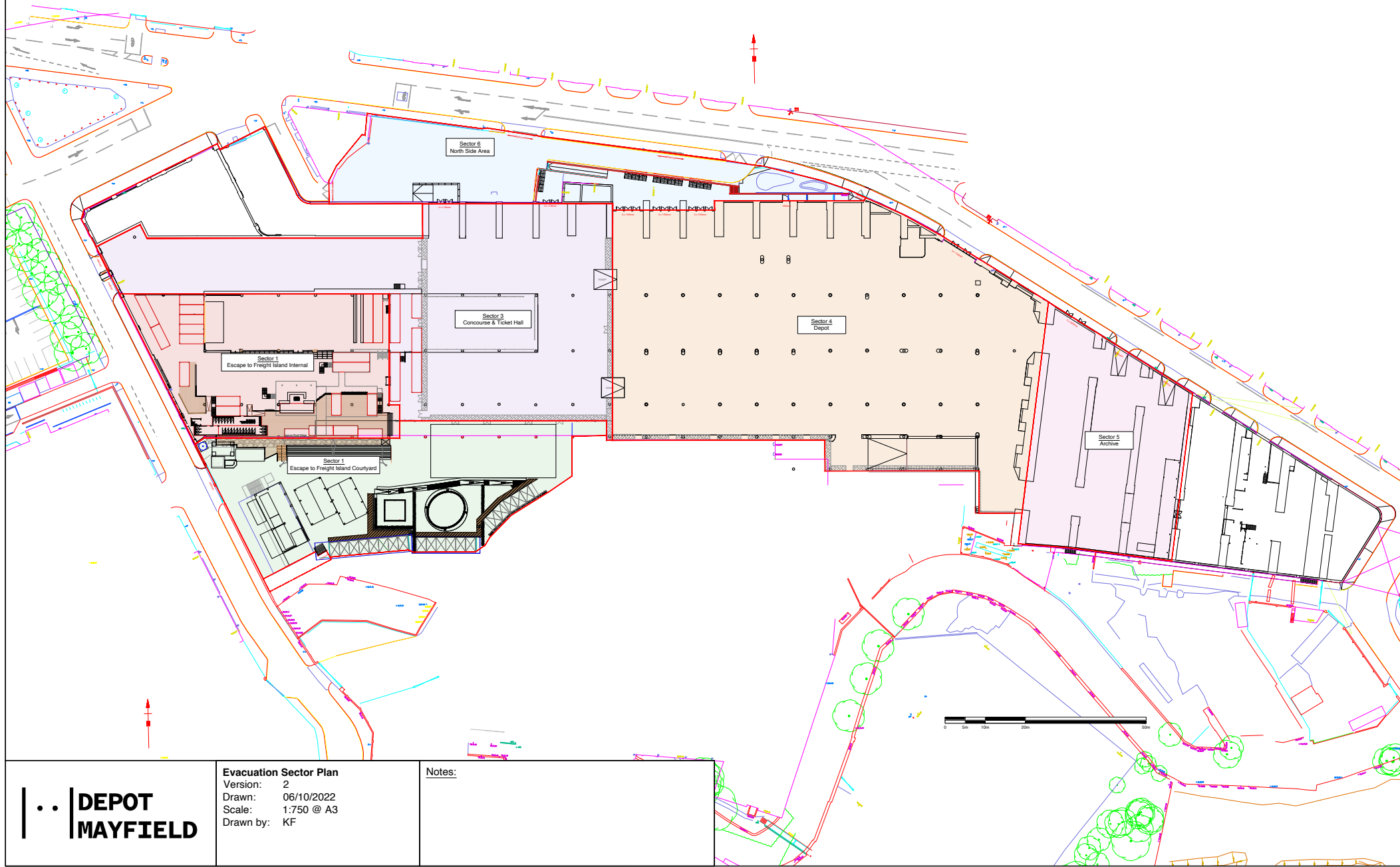
When an **Alert State Red or Black** is declared all trading operations should cease and a SHOW STOP carried out for all event activities.

When an **Alert State Amber** is declared, radio communications should be restricted to essential messages only.

Once each Sector has been evacuated, security staff without a designated duty to remain in position (e.g. entrances), should assist with the evacuation of other sectors or management of the assembly points.

Staff members, contractors or other event staff who do not have a specific role should assist with the evacuation if required, otherwise report immediately to the Assembly Point.

All staff will remain at the Assembly Point unless redeployed by a supervisor or manager.

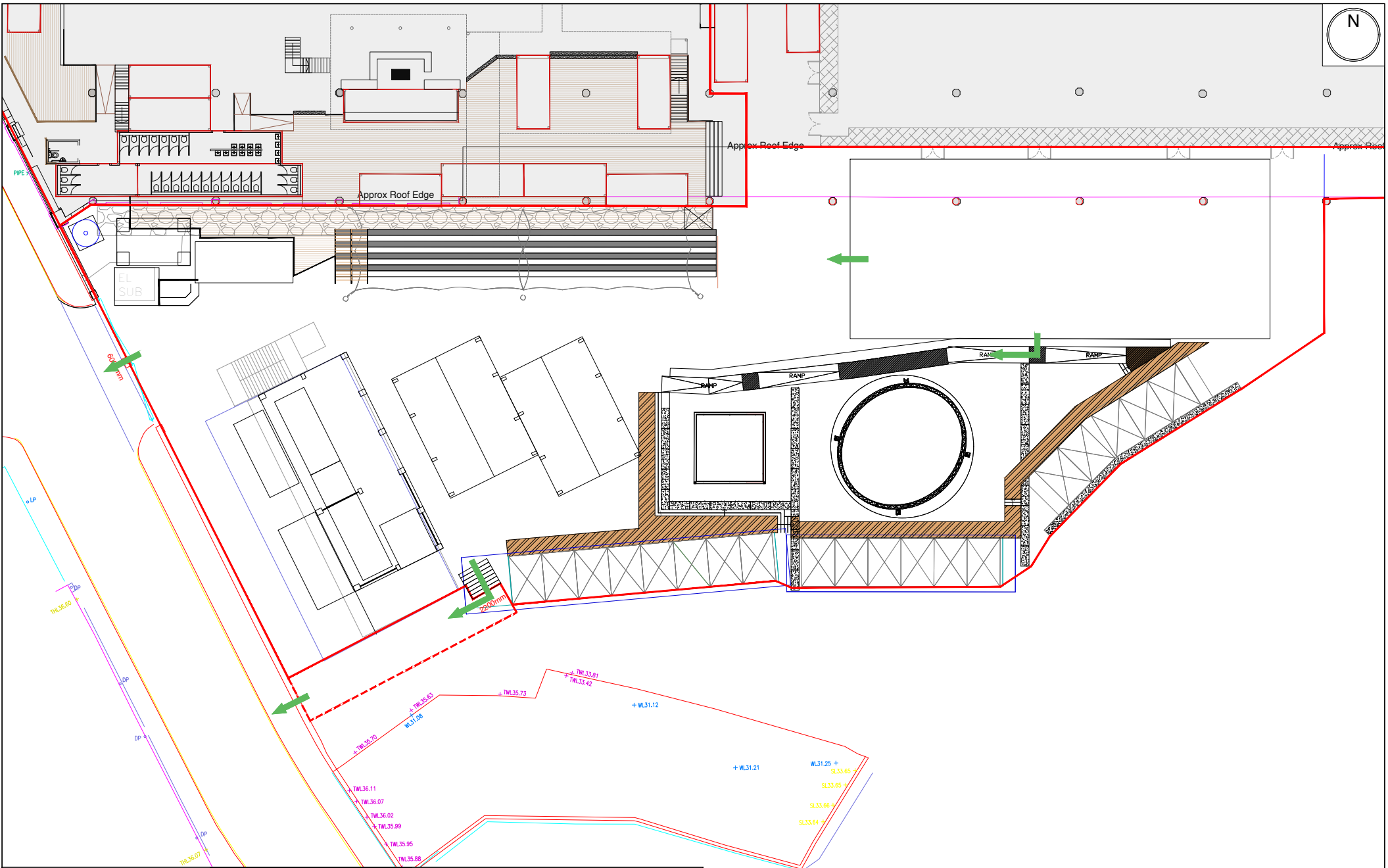


Notes:

.. | **DEPOT  
MAYFIELD**

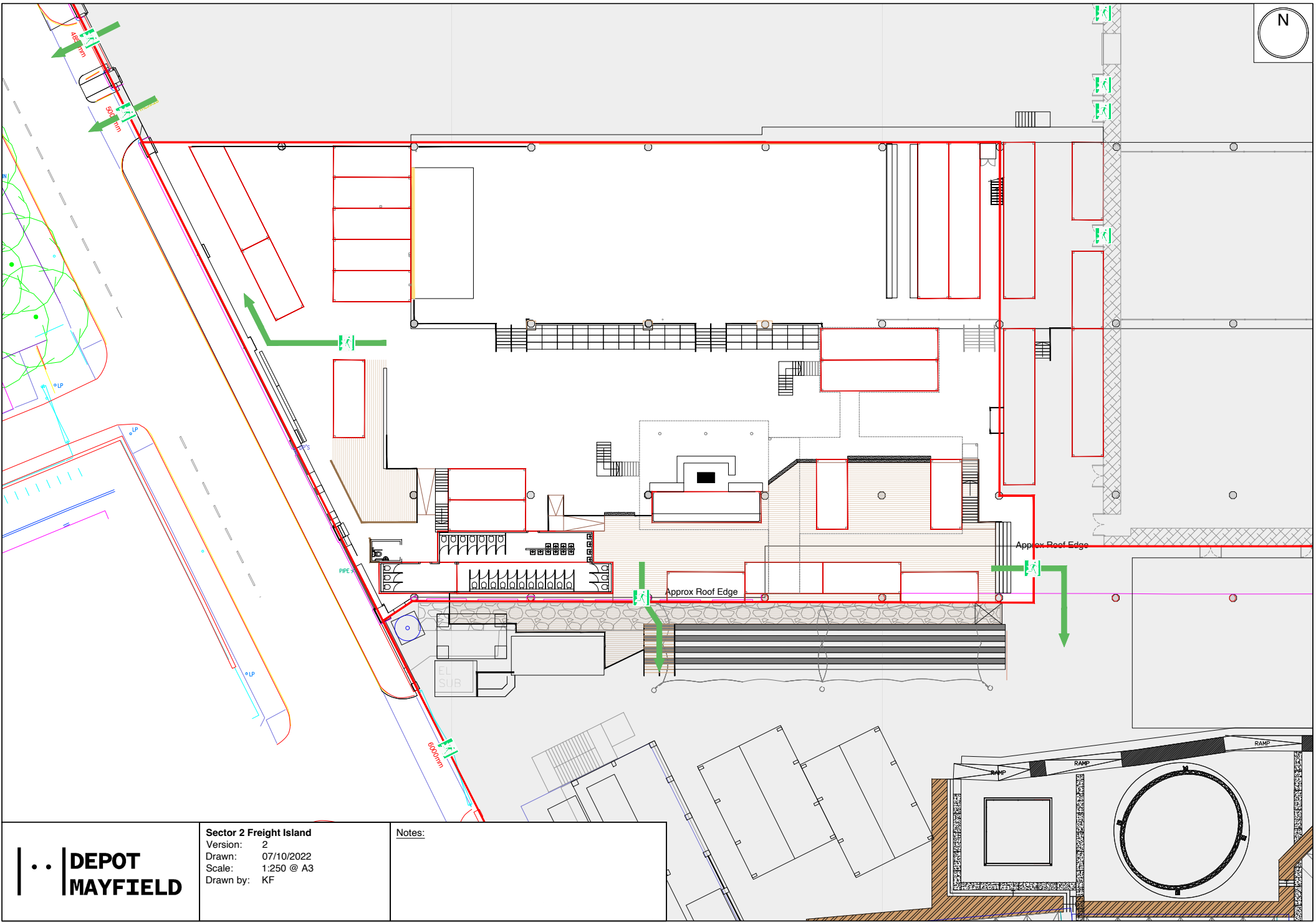
**Evacuation Sector Plan**  
Version: 2  
Drawn: 06/10/2022  
Scale: 1:750 @ A3  
Drawn by: KF

| Sector 1: Freight Island Courtyard                                                                                    |                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Freight Island Courtyard including the following areas:<br>Circle, Stage, Plant Room, Firepit, Courtyard and DJ Booth |                                                                                                                                                                                                                                                                                                                                                           |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                                       | COURTYARD FLOOR MANAGER                                                                                                                                                                                                                                                                                                                                   |
| Primary Evacuation Routes                                                                                             |                                                                                                                                                                                                                                                                                                                                                           |
| Main entrance (past the Gatehouse) onto Baring Street.<br>Mayfield Park Gate onto Baring Street.                      |                                                                                                                                                                                                                                                                                                                                                           |
| Secondary Evacuation Routes (if available)                                                                            |                                                                                                                                                                                                                                                                                                                                                           |
| Route through Freight Island Internal (Sector 2) to the DD roller shutters on to Baring Street.                       |                                                                                                                                                                                                                                                                                                                                                           |
| Responsibilities & Actions                                                                                            |                                                                                                                                                                                                                                                                                                                                                           |
| Event Control (if in operation) or Duty Manager                                                                       | Notify Security & Radio Holders of a Code Red or Black to evacuate.                                                                                                                                                                                                                                                                                       |
| Courtyard Floor Manager                                                                                               | Direct staff to check & clear all areas of Freight Island Courtyard.<br>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.                                                                                                                                                             |
| Stage Manager                                                                                                         | Carry out a show stop for external entertainment. Use PA system to make public announcement of need to evacuate.                                                                                                                                                                                                                                          |
| Venue Staff & Security                                                                                                | Stop all trading activity.<br>Activate rotary gong fire alarm.<br>Direct patrons to the nearest fire escape including those coming from Freight Internal (Sector 2) & Concourse (Sector 3).<br>Check all areas in Sector and inform Courtyard Floor Manager of anyone refusing to leave.<br>Once Sector is confirmed as clear, proceed to Assembly Point. |
| Exit point security                                                                                                   | Direct public to leave the area and monitor social media for further information.<br>Prevent people from accessing the venue.                                                                                                                                                                                                                             |



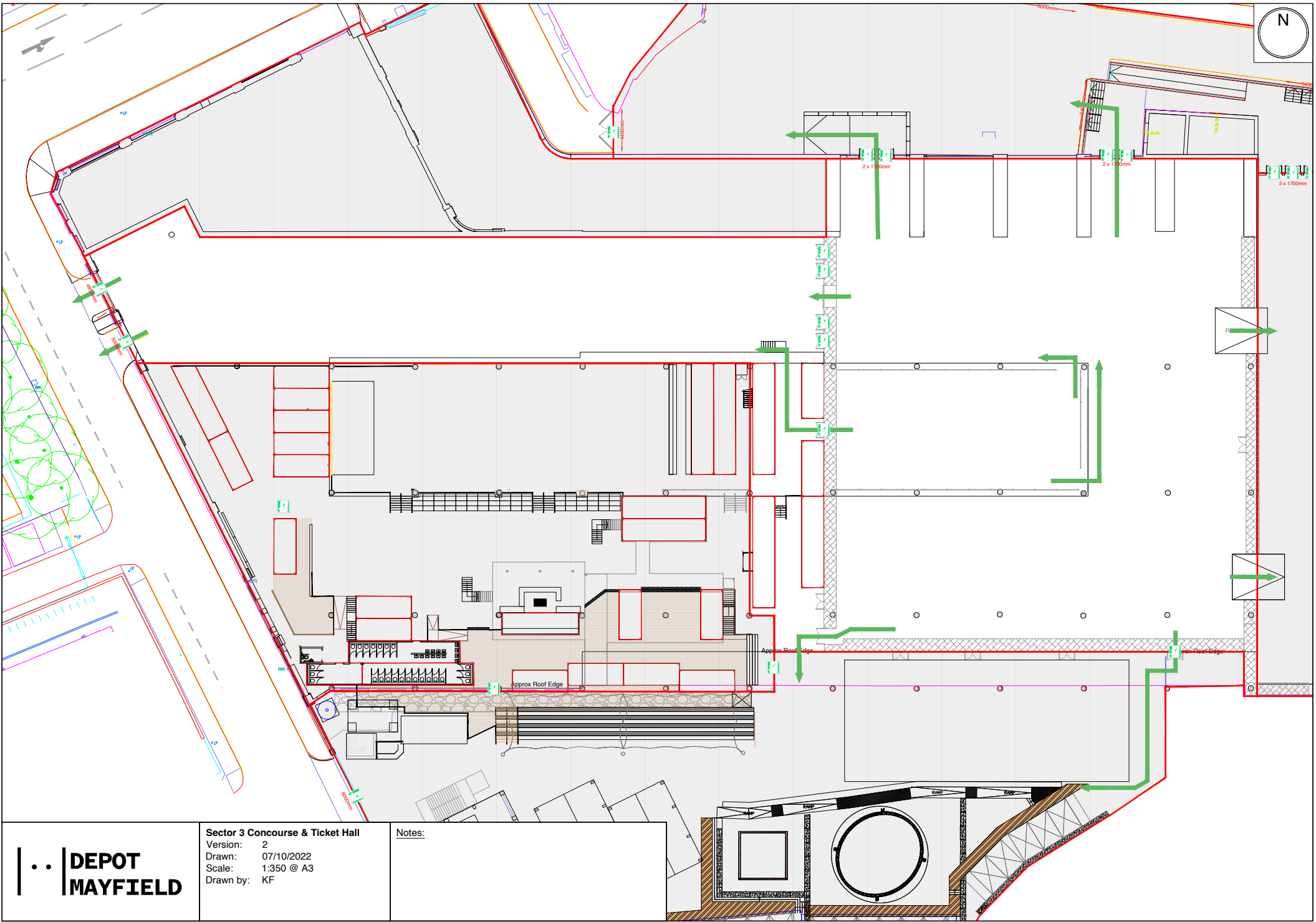
|                                       |                                                                                                              |                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------|
| <p><b>..   DEPOT<br/>MAYFIELD</b></p> | <p><b>Sector 1 Courtyard</b><br/>Version: 2<br/>Drawn: 07/10/2022<br/>Scale: 1:250 @ A3<br/>Drawn by: KF</p> | <p><u>Notes:</u></p> |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------|

| Sector 2: Freight Island Internal Areas                                                                                                                                            |                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Freight Island internal areas including the following:<br/>Platform, Mezzanines, the Avenue, all kitchens, toilets, back of house areas.</p>                                    |                                                                                                                                                                                                                                                                                                                   |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                                                                                                    | INTERNAL FLOOR MANAGER                                                                                                                                                                                                                                                                                            |
| Primary Evacuation Routes                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                   |
| <p>South side exits on the Avenue leading into the Courtyard, then main entrance (past the Gatehouse) onto Baring Street.<br/>DD fire escape doors leading onto Baring Street.</p> |                                                                                                                                                                                                                                                                                                                   |
| Secondary Evacuation Routes (if available)                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Into Concourse (Sector 3) via Ticket Hall - see Sector 3 Evacuation Plan                                                                                                           |                                                                                                                                                                                                                                                                                                                   |
| Responsibilities & Actions                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
| Event Control (if in operation) or Duty Manager                                                                                                                                    | Notify Security & Radio Holders of a Code Red or Black to evacuate.                                                                                                                                                                                                                                               |
| Internal Areas Floor Manager                                                                                                                                                       | <p>Direct staff to check &amp; clear all of Freight Island Internal Areas.</p> <p>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.</p>                                                                                                       |
| Stage Manager                                                                                                                                                                      | Carry out a show stop for external entertainment. Use PA system to make public announcement of need to evacuate.                                                                                                                                                                                                  |
| Venue Staff & Security                                                                                                                                                             | <p>Stop all trading activity.</p> <p>Direct patrons to the nearest fire escape including those coming from Freight Courtyard (Sector 1).</p> <p>Check all areas in Sector and inform Internal Floor Manager of anyone refusing to leave.</p> <p>Once Sector is confirmed as clear, proceed to Assembly Point.</p> |
| Exit point security                                                                                                                                                                | <p>Direct public to leave the area and monitor social media for further information.</p> <p>Prevent people from accessing the venue.</p>                                                                                                                                                                          |



|                                |                                |               |
|--------------------------------|--------------------------------|---------------|
| <b>..   DEPOT<br/>MAYFIELD</b> | <b>Sector 2 Freight Island</b> | <b>Notes:</b> |
|                                | Version: 2                     |               |
|                                | Drawn: 07/10/2022              |               |
|                                | Scale: 1:250 @ A3              |               |
|                                | Drawn by: KF                   |               |

| Sector 3: Concourse & Ticket Hall                                                                                                                                                         |                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Concourse, Ticket Hall (Entry Lanes) and dressing room areas                                                                                                                              |                                                                                                                                                                                                                                                          |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                                                                                                           | CONCOURSE SECURITY SUPERVISOR                                                                                                                                                                                                                            |
| Primary Evacuation Routes                                                                                                                                                                 |                                                                                                                                                                                                                                                          |
| DD roller shutters leading onto Baring Street.<br>Concourse Arches 1 & 4 leading into the North Side Area<br>Concourse Stage Right & South side exits leading to Freight Island Courtyard |                                                                                                                                                                                                                                                          |
| Secondary Evacuation Routes (if available)                                                                                                                                                |                                                                                                                                                                                                                                                          |
| Into Depot (Sector 4) through roller shutters - see Sector 4 Evacuation Plan                                                                                                              |                                                                                                                                                                                                                                                          |
| Responsibilities & Actions                                                                                                                                                                |                                                                                                                                                                                                                                                          |
| Event Control (if in operation) or Duty Manager                                                                                                                                           | Notify Security & Radio Holders of a Code Red or Black to evacuate.<br>Turn on House Lights.                                                                                                                                                             |
| Concourse Security Supervisor                                                                                                                                                             | Direct staff to check & clear all of Concourse public areas.<br>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.                                                                    |
| Stage Manager                                                                                                                                                                             | Carry out a SHOW STOP for Concourse stage. Use PA system to make public announcement of need to evacuate.                                                                                                                                                |
| Security Staff                                                                                                                                                                            | Open Fire Escape Doors & direct patrons to the nearest safe exits.<br>Check all public areas in Sector and inform Concourse Security Supervisor of anyone refusing to leave.<br>Once Sector is confirmed as clear, proceed to Assembly Point.            |
| Concourse Artist Liaison/Event Production Team                                                                                                                                            | Stop all trading activity.<br>Check dressing room and production areas and direct any personnel to leave by the nearest fire escape.<br>Inform Event Control of anyone refusing to leave.<br>Once area is confirmed as clear, proceed to Assembly Point. |
| Exit point security                                                                                                                                                                       | Direct public to leave the area and monitor social media for further information.<br>Prevent people from accessing the venue.                                                                                                                            |



.. | **DEPOT  
MAYFIELD**

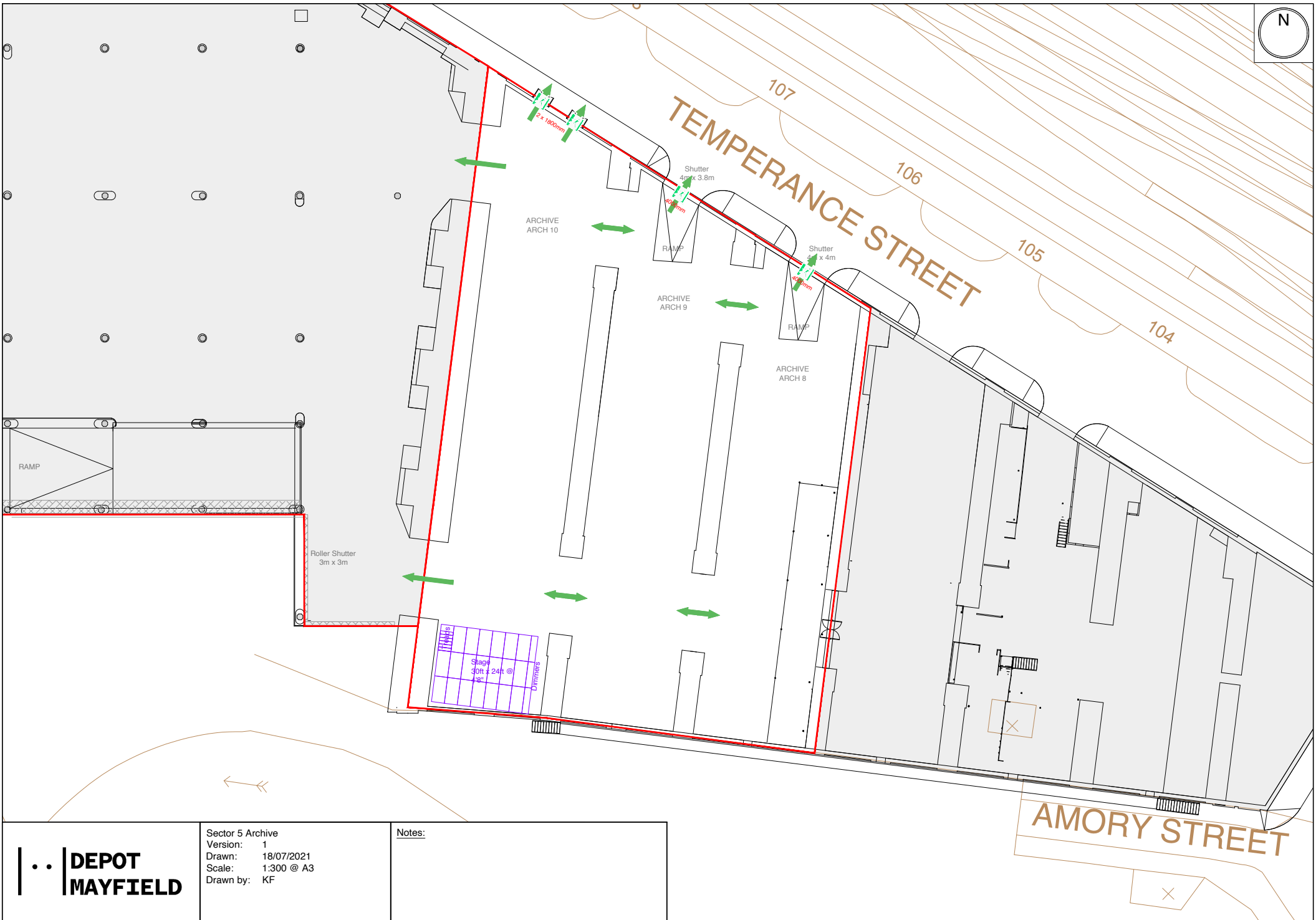
**Sector 3 Concourse & Ticket Hall**  
 Version: 2  
 Drawn: 07/10/2022  
 Scale: 1:350 @ A3  
 Drawn by: KF

Notes:

| Sector 4: Depot                                                                                                                  |                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main Depot event space                                                                                                           |                                                                                                                                                                                                                                                          |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                                                  | DEPOT SECURITY SUPERVISOR                                                                                                                                                                                                                                |
| Primary Evacuation Routes                                                                                                        |                                                                                                                                                                                                                                                          |
| Fire exit in Arches A-C & E leading to North Side Area<br>Fire exits in Yellow Doors leading to Temperance Street                |                                                                                                                                                                                                                                                          |
| Secondary Evacuation Routes (if available)                                                                                       |                                                                                                                                                                                                                                                          |
| Into Concourse & Ticket Hall (Sector 3) – see Sector 3 Evacuation Plan<br>Into Archive (Sector 5) - see Sector 5 Evacuation Plan |                                                                                                                                                                                                                                                          |
| Responsibilities & Actions                                                                                                       |                                                                                                                                                                                                                                                          |
| Event Control (if in operation) or Duty Manager                                                                                  | Notify Security & Radio Holders of a Code Red or Black to evacuate.<br>Turn on House Lights                                                                                                                                                              |
| Concourse Security Supervisor                                                                                                    | Direct staff to check & clear all areas of Depot.<br>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.                                                                               |
| Stage Manager                                                                                                                    | Carry out a SHOW STOP for Depot stage. Use PA system to make public announcement of need to evacuate.                                                                                                                                                    |
| Security Staff                                                                                                                   | Open Fire Escape Doors & direct patrons to the nearest safe exits.<br>Check all public areas in Sector and inform Depot Security Supervisor of anyone refusing to leave.<br>Once Sector is confirmed as clear, proceed to Assembly Point.                |
| Depot Artist Liaison/Event Production Team                                                                                       | Stop all trading activity.<br>Check dressing room and production areas and direct any personnel to leave by the nearest fire escape.<br>Inform Event Control of anyone refusing to leave.<br>Once area is confirmed as clear, proceed to Assembly Point. |
| Exit point security                                                                                                              | Direct public to leave the area and monitor social media for further information.<br>Prevent people from accessing the venue.                                                                                                                            |

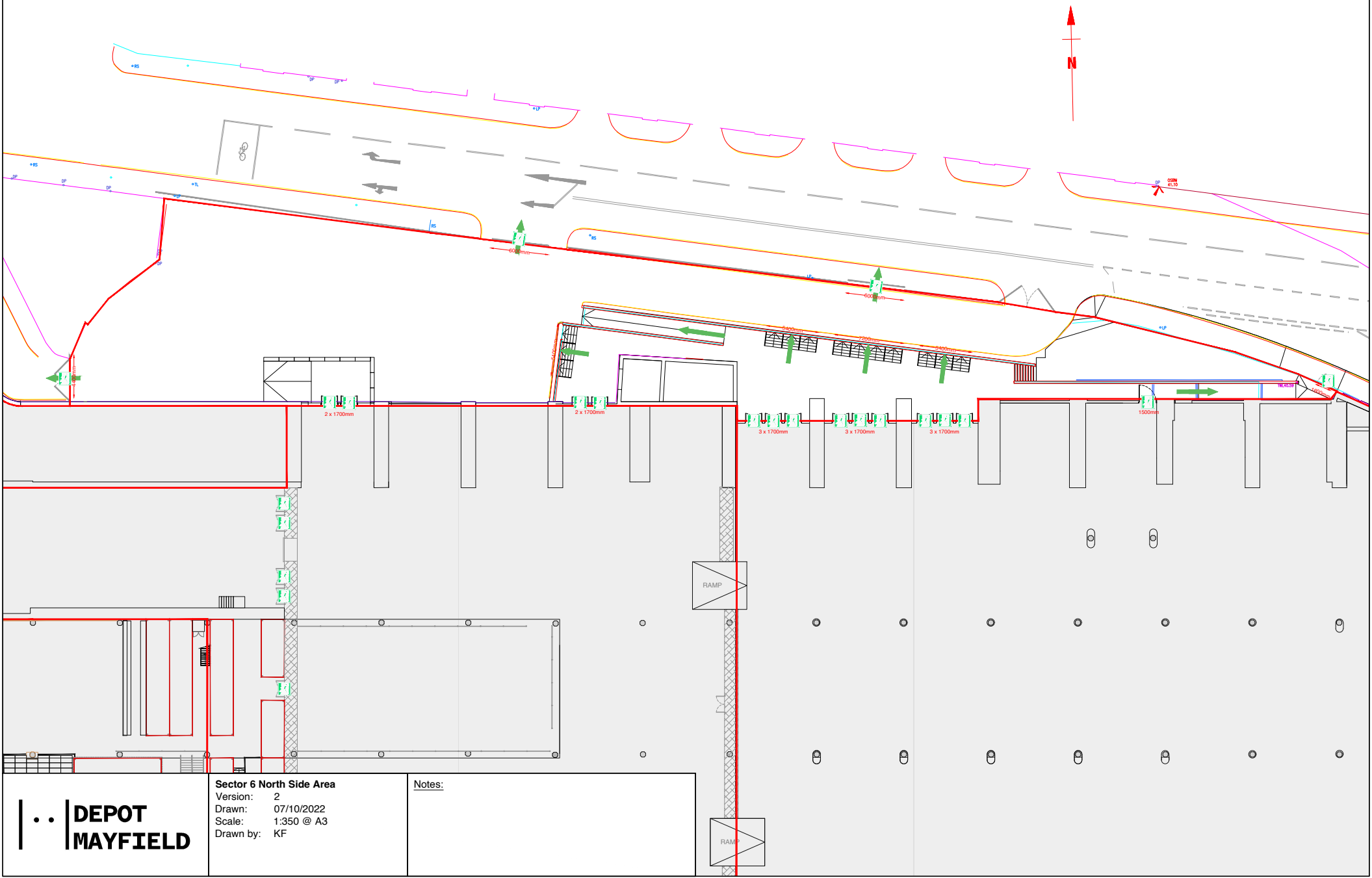


| Sector 5: Archive                                                                                                  |                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Archive Event Space                                                                                                |                                                                                                                                                                                                                                                          |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                                    | ARCHIVE SECURITY SUPERVISOR                                                                                                                                                                                                                              |
| Primary Evacuation Routes                                                                                          |                                                                                                                                                                                                                                                          |
| Fire exits in Arch 10 leading to Temperance Street<br>Roller shutters in Arches 9 & 8 leading to Temperance Street |                                                                                                                                                                                                                                                          |
| Secondary Evacuation Routes (if available)                                                                         |                                                                                                                                                                                                                                                          |
| Into Depot (Sector 4) – see Sector 4 Evacuation Plan                                                               |                                                                                                                                                                                                                                                          |
| Responsibilities & Actions                                                                                         |                                                                                                                                                                                                                                                          |
| Event Control (if in operation) or Duty Manager                                                                    | Notify Security & Radio Holders of a Code Red or Black to evacuate.<br>Turn on House Lights                                                                                                                                                              |
| Archive Security Supervisor                                                                                        | Direct staff to clear all areas of Archive.<br>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.                                                                                     |
| Stage Manager                                                                                                      | Carry out a SHOW STOP for Archive stage. Use PA system to make public announcement of need to evacuate.                                                                                                                                                  |
| Security Staff                                                                                                     | Open Fire Escape Doors & direct patrons to the nearest safe exits.<br>Check all public areas in Sector and inform Archive Security Supervisor of anyone refusing to leave.<br>Once Sector is confirmed as clear, proceed to Assembly Point.              |
| Archive Artist Liaison/Event Production Team                                                                       | Stop all trading activity.<br>Check dressing room and production areas and direct any personnel to leave by the nearest fire escape.<br>Inform Event Control of anyone refusing to leave.<br>Once area is confirmed as clear, proceed to Assembly Point. |
| Exit point security                                                                                                | Direct public to leave the area and monitor social media for further information.<br>Prevent people from accessing the venue.                                                                                                                            |



|                                       |                                                                                                     |               |
|---------------------------------------|-----------------------------------------------------------------------------------------------------|---------------|
| <p>..   <b>DEPOT<br/>MAYFIELD</b></p> | <p>Sector 5 Archive<br/>Version: 1<br/>Drawn: 18/07/2021<br/>Scale: 1:300 @ A3<br/>Drawn by: KF</p> | <p>Notes:</p> |
|---------------------------------------|-----------------------------------------------------------------------------------------------------|---------------|

| Sector 6: North Side Area                                                                                |                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| External area to the north side of the venue including Star & Garter Car Park if in use.                 |                                                                                                                                                                                                                        |
| <b>PERSON RESPONSIBLE FOR EVACUATING SECTOR</b>                                                          | NORTH SIDE SECURITY SUPERVISOR                                                                                                                                                                                         |
| Primary Evacuation Routes                                                                                |                                                                                                                                                                                                                        |
| Gates in hoarding opening onto Fairfield Street<br>Star & Garter Car Park gate leading onto Nield Street |                                                                                                                                                                                                                        |
| Secondary Evacuation Routes (if available)                                                               |                                                                                                                                                                                                                        |
| N/A                                                                                                      |                                                                                                                                                                                                                        |
| Responsibilities & Actions                                                                               |                                                                                                                                                                                                                        |
| Event Control (if in operation) or Duty Manager                                                          | Notify Security & Radio Holders of a Code Red or Black to evacuate.<br>Turn on External Lights                                                                                                                         |
| North Side Security Supervisor                                                                           | Direct staff to clear all areas from Freight Island Internal Areas.<br>Notify Event Control (if in operation) or Duty Manager once Sector is clear with details of people refusing to leave.                           |
| Security Staff                                                                                           | Direct patrons to the nearest fire escape.<br>Check all public areas in Sector and inform North Side Security Supervisor of anyone refusing to leave.<br>Once Sector is confirmed as clear, proceed to Assembly Point. |
| Exit point security                                                                                      | Direct public to leave the area and monitor social media for further information.<br>Prevent people from accessing the venue.                                                                                          |



.. | **DEPOT  
MAYFIELD**

**Sector 6 North Side Area**  
Version: 2  
Drawn: 07/10/2022  
Scale: 1:350 @ A3  
Drawn by: KF

Notes:

## **LOAD IN/OUT EVACUATION PLAN**

---

During the load in/out phase of an event (including service days on longer term occupation) the following procedure should be followed in the event of a fire alarm activation or other emergency.

All contractors must be made aware of this evacuation procedure.

Arrangements must be made for a nominated duty manager to be on site during the load in/out phase of the event.

### **Emergency Exits**

During the load in/out phase the following fire escapes will be available for use (shown on the following evacuation plan):

- Ticket Hall leading to Baring Street
- Concourse Arch 1 leading to North Side Area
- Concourse Stage Right leading to Freight Courtyard
- Concourse FOH leading to Freight Courtyard
- Depot Arch B leading to North side Area
- Yellow doors leading to Temperance Street
- Archive Arch 10 leading to Temperance Street

The nominated duty manager will ensure that these fire doors are unlocked prior to access.

### **Action on discovering smoke or fire:**

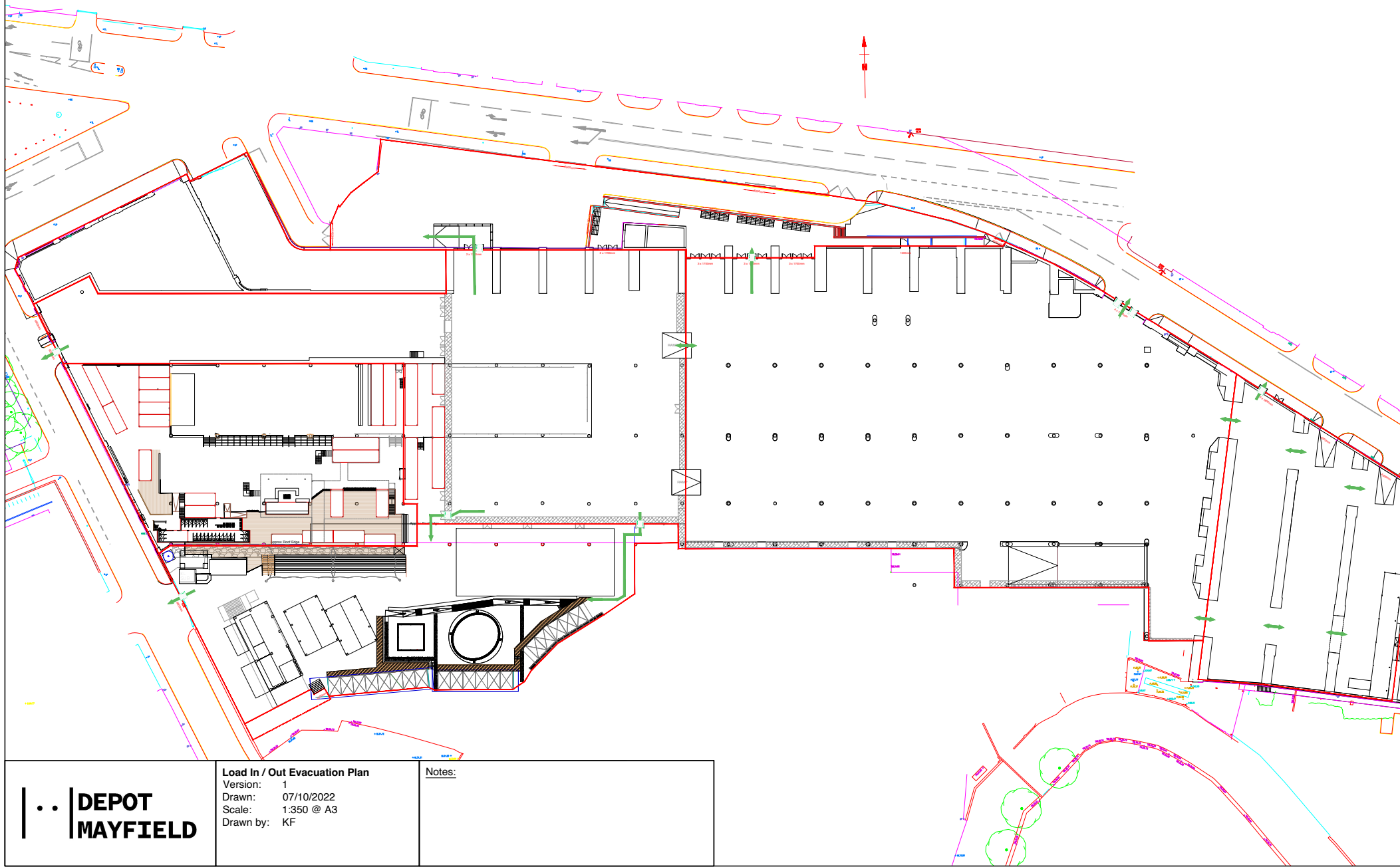
- Raise the alarm by breaking pressing the nearest Manual Call Point
- Attempt to fight the fire with the firefighting equipment available if trained to do so.

### **Action on hearing the alarm:**

- Leave the building immediately and direct all persons to do so by the nearest available exit.
- Do not wait to establish if it is a false alarm.
- Do not stop to collect belongings.
- Close all doors behind you where practical and possible.
- Do not re-enter the building.
- Report to the Assembly Point.

### **At Assembly Point:**

- Each contractor to carry out a roll call of all staff and notify the nominated duty manager of anyone not present.
- You may only re-enter the building when it is confirmed it is safe to do so.



.. **DEPOT  
MAYFIELD**

**Load In / Out Evacuation Plan**  
Version: 1  
Drawn: 07/10/2022  
Scale: 1:350 @ A3  
Drawn by: KF

Notes: