



www.elmazproductions.com
elmazproductions@gmail.com

FIRE SAFETY GUIDELINES

Team Training

There will be regular instruction on fire evacuation for all team members at the venue hired

In the event of a fire - Team Instruction

- Give priority to the evacuation of persons in your care. If it is safe to do so, check that those in your group have heard the alarm and are evacuating the premises.
- Do not attempt to collect baggage or valuables.
- Check that all persons are accounted for by carrying out a roll call.
- As the last person in the room, make sure windows are closed and lights are switched off if it is safe to do so.
- If any of the group members are missing, report immediately to Maz or Ellie.
- On no account should you or any member of your group re-enter the premises to locate or attempt to rescue any missing persons.
- Assemble your group at the Assembly point where a register will be taken by Maz or Ellie.

Do not re-enter the building until you are told it is safe to do so.

In the event of a fire - Young Person Instruction

- Listen to your teacher or adult in charge.
- Remain silent and do not run.
- Do not stop to collect any personal belongings.
- Leave the building on instruction from your teacher or adult in charge as quickly and quietly as possible.
- Assemble with your group at the Assembly Point where a register will be taken by Maz or Ellie

Do not re-enter the building until you are told it is safe to do so.

ELMAZ PRODUCTIONS LTD

Registered Company: 13346673
124 City Road, London EC1V 2NX