



In the event of an emergency in a public assembly building, house staff such as ushers and stage hands will be called on to assist with a prompt evacuation of patron and players from the facility. Training staff ahead of time about the facility's fire emergency plan and how to manage an efficient and orderly evacuation of patrons is key to a safe outcome.

Staff Preparation

Smooth evacuation is dependant on staff members being prepared ahead of time to assist with large numbers of people while exiting the building. Responsible staff members should be familiar with the following:

- Layout of the facility
- Location of all exits
- Location of all pull alarms
- Sound of the fire alarm
- Building evacuation procedures

Evacuating Patrons

Evacuation should begin immediately upon alarm, as the spread of fire and smoke can be very rapid. Every second counts during an evacuation. Here are some points to keep in mind:

- Keep people moving calmly, yet quickly. No one should be allowed to run. Assist those individuals with special needs.
- Use all exits.
- Be aware of all evacuation routes and use the safest route available to quickly evacuate all patrons.
- Keep patrons informed of the situation. Have a prepared evacuation message This helps convey appropriate evacuation instructions and takes the pressure off of staff.
- Instruct people to move away from the building to allow room for firefighters to work.

- Prevent people from reentering the building. Patrons may reenter the building only after the fire department has declared it safe to do so.
- Meet the fire department when they arrive. A designated person, usually a supervisor or house manager, should meet the arriving fire crews and be prepared to provide them with information about the situation, evacuation status, and whether or not anyone is still inside needing assistance.
- Designate a reunion location. Decide on a single location for patrons who have become separated from their parties to reunite.

For More Information Contact:

Bellevue Fire Department
Fire Prevention Division
425-452-6872
www.bellevuewa.gov