DEWSBURY ARTS GROUP

EVACUATION PROCEDURE
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If you discover a fire sound the alarm and ring 999 and give the location WHEN YOU ARE SAFE.
In the event of a fire/ fire alarm occupants should:

- Leave the building by the nearest available fire exit. **LIFTS MUST NOT BE USED UNDER ANY CIRCUMSTANCES**
- Whilst exiting the building you should close any doors or windows behind you
- No effort should be made to collect personal belongings; it would be wise to put your coat on (if it is close to hand)
- Go to the building's "Assembly Point" on the grass outside the building **(if you are under 16 you should register with your chaperone*)** and await further instructions.
- Do NOT re-enter the building until given the all clear by a representative of any of the following: Fire Brigade, Rescue Team, Security, Fire Marshals.

*If a fire occurs during a class your chaperone will be the person(s) leading your class. If an incident occurs during a performance you need to go to your designated chaperone for that night.

Please Note

The automatic shutters should be opened in areas that are in use. White switches are located next to exits, most are a switch which is held to raise and lower shutters. The exit from the auditorium is operated using the attached key. ALL shutters must be open during performances.

PRIVACY NOTICE

In order to comply with the data protection legislation, we are required to have your consent to retain your contact details so that we can communicate with you and keep you informed of the Group's activities. Your details will not be shared with any other party and will only be used by or with the authority of members of the committee. It is also important that you notify the Secretary if any of your details change in the future.

DATA PROTECTION

By remaining a member you agree to your contact details and any other personal data and images held on Dewsbury Arts Group databases and for the committee to use them for the specific purpose of contacting you about the Group's activities and for conducting the Group's business. Dewsbury Arts Group will not supply them to any other person without first obtaining your prior further express consent.

This consent shall be indefinite in duration ending only when you communicate to the Secretary (by e-mail, telephone or in writing) that you no longer wish for those details to be retained.