



Kulturmaskinen  
Magasinet

By- og Kulturforvaltningen

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DATO  
29. juni 2020

## Fire Emergency Evacuation Plan For Magasinet (EN)

### 1. Call the Fire Department: 1 1 2

Keep calm and report the following:

- Name of caller
- What is burning
- Where it is burning

### 2. Inform the rest of the staff. Turn on the light

The staff of Magasinet, the staff of the event organizer, security, sound and light technicians are informed as quickly as possible. Turn off music and other electrical equipment.

### 3. Activate the warning system

The warning system is in the office on the ground floor in the foyer.

The warning system has two functions:

- One that turns off the sound system
- One that starts a prerecorded warning speak

Magasinet's staff will instruct the event organizer/renter in the warning system prior to audience admission.

Here after the renter/event organizer is obligated to instruct his/hers own staff.

### 4. The staff guides the audience to the escape routes and emergency exits

It is the responsibility of Magasinet's staff and the event organizer to ensure that everyone leave the building calmly in case of fire emergency. Help anyone who is hurt.

### 5. Limit the development of the fire

Close doors and windows in connection with the burning area, but do not lock the doors.

Begin putting out the fire with the available firefighting equipment.

### 6. Operate the firefighting equipment

The staff beings putting out the fire as soon as it is safe and possible to do so.

Fire extinguishing boxes are located:

A: on the 1. floor in the bar/foyer in the area facing Farvergården.

B: on the 1. floor behind the stage on the left.

C: on the 2. floor in the bar/balcony in the area facing Brandts Passage.

CO2 -extinguishers are located:

A: on the 1. floor behind the stage.

B: on the 2. floor in the bar/balcony in the area facing Brandts Passage.

### 7. When the Fire Brigade arrives

Inform the Fire Brigade about the location of the fire, the extent of th fire and any people who are not yet in safety.