In the event of an emergency

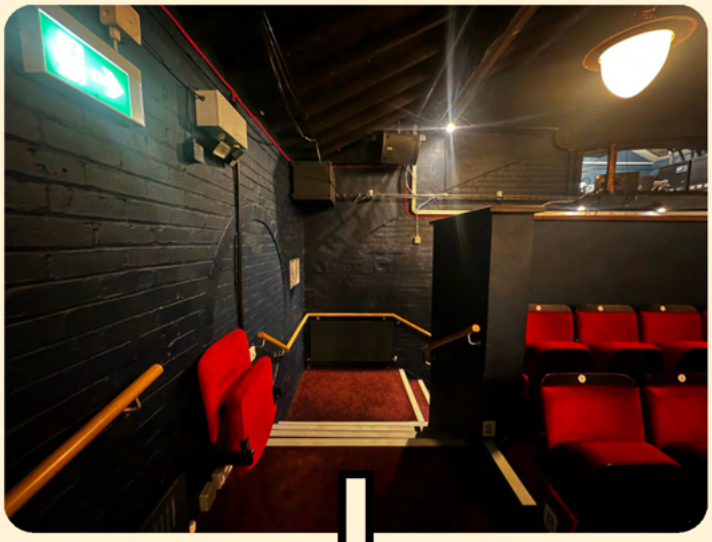
This document will explain what to expect if for any reason you need to evacuate the building.

You will be alerted if the fire alarm goes off by:

- a loud alarm sounding
- flashing beacons
- an announcement by Polka staff, either in person or over a speaker

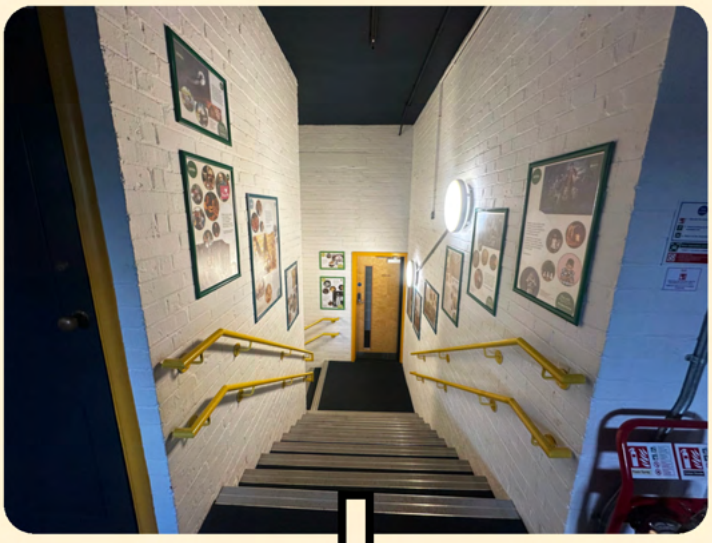
The Polka Staff and Volunteers nearby you will then direct you which way to exit. Please do not stop to retrieve belongings or visit the toilets.

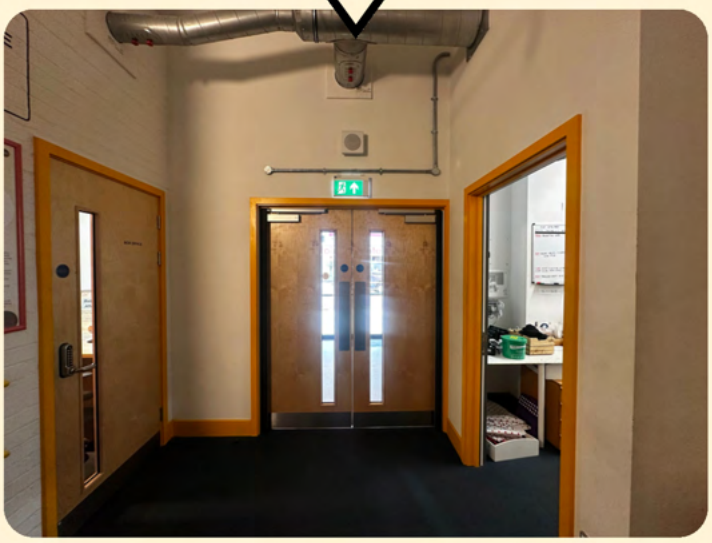
This is what your exit route will look like if you are in the Main Theatre...



You will exit the way you came in, by heading to the back of the theatre and then down the stairs and through the brown doors back to the main foyer.

POLKA
Where Theatre Begins

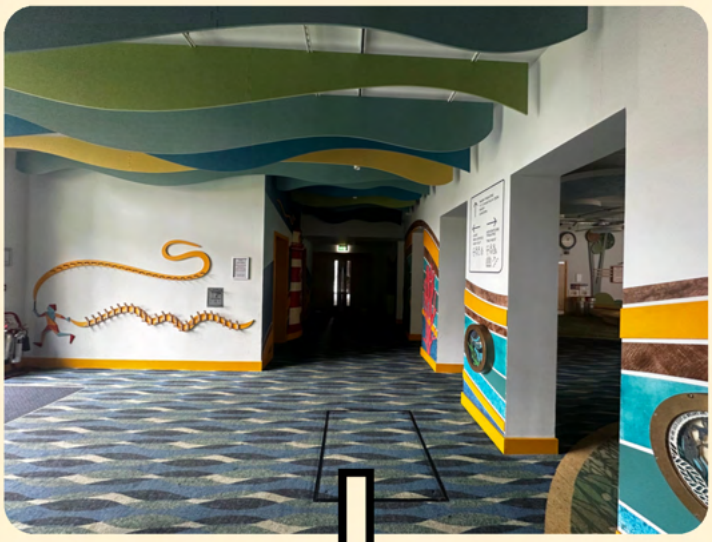




You will then go down two flights of stairs and through the double doors on the left, which will lead you to the Box Office and shop area.

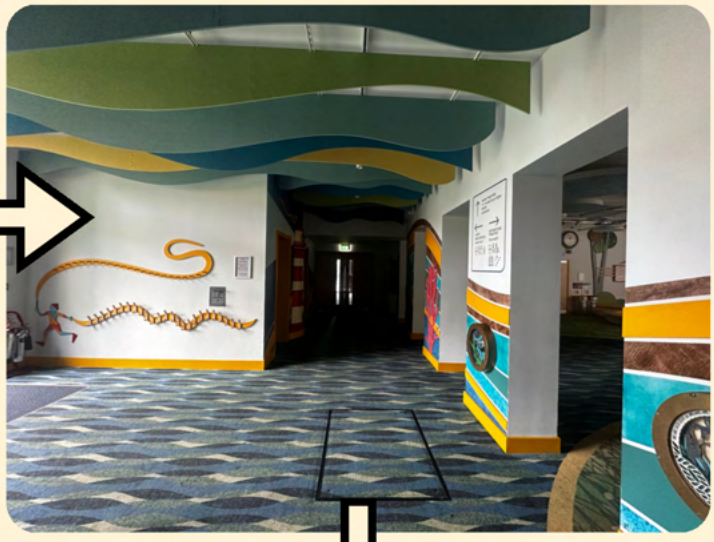
This is what your exit route will look like if you are in the Adventure Theatre...

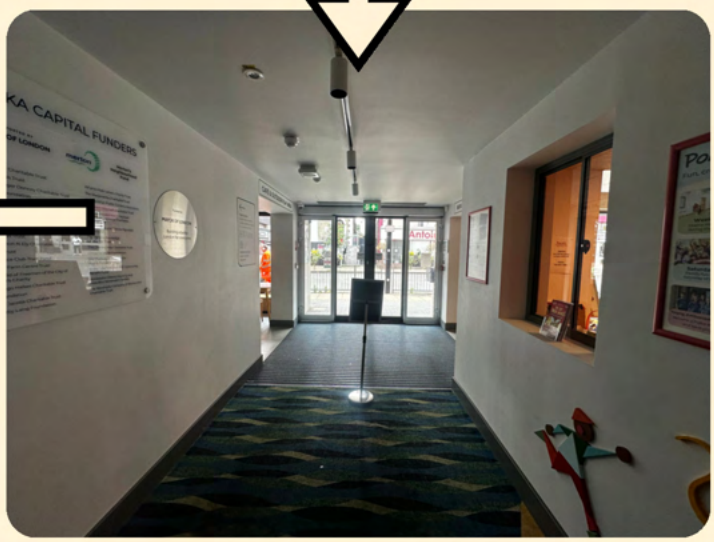
You will exit the way you came in via the left door at the back of the theatre, through a second door and then out into the main corridor.



You will then go straight down through the double doors at the end of the corridor and turn right towards the box office.

This is what your route will look like if you are in the Clore Studio...

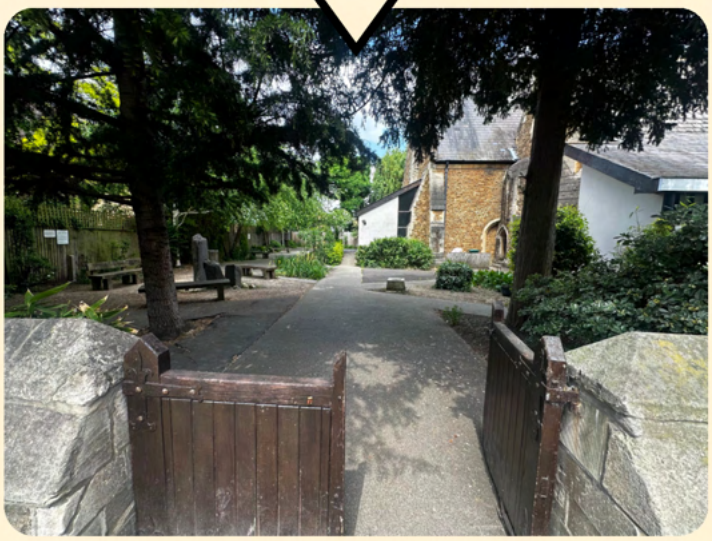




You will exit out of the door you came in and then out into the main corridor. You will then go straight down through the double doors at the end of the corridor and turn right towards the box office.

If you are exiting from the Main Theatre, Adventure Theatre or Clore Studio you will exit through the glass doors by the Shop and Box Office.

You will then head outside and Polka staff will be guiding you right down the street toward the Holy Trinity Church garden.



Everyone will wait here until we are told it safe to go back inside. Please do not re-enter the building until you are told it is safe to do so by Polka staff.

You can speak to any member of staff if you would like more information on anything included in this pack.

Discover Polka Theatre
Whether you're seeing a show or getting creative in a workshop, relaxing in the Café, or exploring our free-to-access indoor and outdoor play spaces, there's something for everyone at Polka.

Connect with us on social media @polkatheatre

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