



<b>FOH Emergency Procedures   2010</b>		<b>Document ref &amp; version no:</b>
<b>Seymour Centre</b> Cnr City Rd & Cleveland St Chippendale NSW 2007	<b>Summary: FOH evacuation procedure in the event of fire or emergency.</b>	
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The key element in the event of evacuation is to get the patrons outside as quickly and safely as possible. While there are procedures that are put in place for the effective exiting of people, the most important thing to remember if you can't remember anything at all is to keep people moving out of the building.

## **EVACUATION PROCEEDURE**

In an ideal situation your manager will be informed of the decision and an orderly and simultaneous evacuation of the premises will take place.

However the assessment of threat; be it fire, affray or bomb threat; the decision to evacuate can be made by any member of staff and indeed even the public.

Should the unlikely event occur that a full evacuation is needed, the FOH manager will have the final decision. This person will become the **FIRE WARDEN** during an evacuation and can be recognised wearing a white hat and vest.

Please remember that University Security and Emergency Services may also be coordinating the evacuation and should procedures change please follow their directions.

## **Emergency/problem which requires the stopping of a performance**

If there is an emergency/problem in the auditorium or in the foyers, and the show or shows needs to stop, the FOH manager needs to make contact with the Stage Manager (SM). This is generally done through the lighting operator, unless the SM is calling the show from the House.

Once the message has been relayed to the SM, this person will inform the cast and crew that the show is to stop. The SM will then make an announcement to the audience that the show is stopping due to an emergency/problem.

If the building needs to be evacuated, the Stage Manager will then hand the responsibility over to the FOH Manager who will then activate the emergency lighting. At that point the FOH Manager can start to move the audience out of the Theatre, while the SM can then take on the responsibility to evacuate the cast and crew.

If the show suffers a technical problem that requires the show to stop, the SM will inform cast and crew that the show has to stop. The SM will then make an announcement to the audience, explaining the situation. At this point of the show stopping, the FOH Manager should be informed via one of the ushers that the show has stopped through a technical problem, so that the FOH team can prepare in case the Theatre needs to be cleared. This will be at the discretion of the SM, which at this point the FOH Manager will be kept informed.

If the show has no SM, the FOH Manager will need to inform the Technical Supervisor of the emergency/problem. It will then be the responsibility of the Technical supervisor to stop the show and follow the SM procedure mentioned above

## **York Theatre Procedure**

The FOH Manager will inform all ushers that a full evacuation is required. Once you are aware of an emergency evacuation, all FOH staff should turn radios on.

The theatre lights will be activated by the FOH Manager. If required, ushers can turn on the house lights ON. The switch is located at door four, inside the cabinet located next to the usher seat. This switch will turn on all the house lights to full lighting.

Ushers on doors 3,4,5,6 will open doors and direct the patrons towards the nearest emergency exits.

Patrons exiting from doors 3 & 4 will be directed towards main stairs to emergency exits. Bar Staff can help direct traffic towards the stairs.

Patrons exiting from Doors 5 & 6 will be directed to the emergency fire exits instead of the main stairs. This will avoid congestion.

Upon exiting the building the patrons will be directed to the assembly area. Refer to section on Assembly Area for location details. Do not leave this area until directed by the Fire Warden.

All staff in the York Theatre please be aware of patrons with disabilities or others who might require assistance in exiting the venue. Once the venue is empty, ushers should assist in guiding patrons to the assembly point at the rear of the building.

## **Everest Theatre**

The FOH Manager will inform all ushers that a full evacuation is required. Once you are aware of an emergency evacuation, all FOH staff should turn radios on.

The theatre lights will be activated by the FOH Manager.

If required, ushers can turn on the house lights ON.

The switch is located at door one, inside the cabernet located next to the usher seat. This switch will turn on all the house lights to full lighting.

The Usher on Door 1 will open their doors and direct the patrons towards the nearest emergency exits. They will also open the emergency exit on left hand side of the stage as one looks at it.

The Usher on Door 2 will open their doors and direct the patrons towards the nearest emergency exits. They will also open the emergency exit on right hand side of the stage as one looks at it. This exit will bring the public into the main entrance foyer near Arts on tour. Exits out of the building will be straight ahead and to the left once out of the tunnel known as middle earth.

Upon exiting the building the patrons will be directed to the Assembly Area. Refer to section on Assembly Area for location details.

Do not leave this area until directed by the Fire Warden.

All staff in the Everest Theatre please be aware of patrons with disabilities or others who might require assistance in exiting the venue. Once the venue is empty, ushers should assist in guiding patrons to the assembly point at the rear of the building.

## **Box Office Foyer Level**

Box Office Staff and coffee cart Staff will be notified.

Patrons will be directed towards the lower foyer exits and towards the Shepherd Street Car Park. This will avoid the congestion from the upstairs Foyers.

Coffee cart staff & Box Office staff to also check the conveniences to make sure they are clear.

All staff in this area please be aware of patrons with disabilities or who others who might require assistance.

## **Sound Lounge**

Bar staff and SIMA coordinators will be notified by the Usher on Door 7 or the House Manager. They will direct patrons through the lower side exits and towards the Shepherd Street Car Park to the assembly point.

## **Downstairs Theatre.**

Once you are aware of an emergency evacuation, all FOH staff should turn radios on.

The theatre lights will be activated by the FOH Manager.

If required, ushers can turn on the house lights ON.

The switch is located on the right hand wall as you enter the theatre, above head height, not far from the door.

This switch will turn on all the house lights to full lighting.

Stage manager, usher and crew will be notified by the House Manager. The SM will stop the show. An announcement will be made by the SM; the usher will open up the house and coordinate the exit through the lower foyer towards the Shepherd Street Car Park to the assembly point.

All staff in this area please be aware of patrons with disabilities or who others who might require assistance.

## **Back Stage**

Staff will be notified by Stage door or Front of House Manager.

All cast and crew of shows with the exception of the Sound Lounge will exit via stage door and towards the Aeronautical engineering car park.

This way the Stage door will be able to assess who is left backstage of the centre. Please be on stand-by if patrons with disabilities that might require assistance in exiting the venue.

## **Club room, Studio One, Studio two, Arts Bunker**

Stage Door will ask the clients who have booked rehearsal space to vacate via stage door.

## **Box Office Lift and Platform Lift**

Do not use the lift during a fire. The FOH manager, who will act as the FIRE WARDEN during an evacuation will lock down the lift. A decision will be made by the Fire Warden regarding evacuation of wheelchair patrons. Either the patron will be required to physically be carried out of the building or the lift may be turned on.

## Catering and Box office Staff

The FOH Manager will inform all Catering, Box Office and Kitchen staff that a full evacuation is required. Once you are aware of an evacuation in progress, please switch on your radio.

If circumstances permit, staff are to secure areas and monies. Supervisors should direct staff in consultation with the House Manager. Gas should be switched off in the sound lounge by the Catering Supervisor.

Under the direction of the FOH Manager, staff may assist in the evacuation process. Otherwise all staff are to leave the building and wait in the assembly area.

## Assembly Area

Upon exiting the building the patrons will be directed around the back of the building, either through the loading dock car park or alongside the IT building to the Muster Area. This area is where staff and members of the public can be accounted for, The Muster point is behind the theatre, between the roundabout and Mechanical Engineering. Do not leave this area until directed by your manager or emergency services.



