



SIMCOE LITTLE THEATRE

SITE SPECIFIC

EMERGENCY & EVACUATION PROCEDURES

33 Talbot St. N

Simcoe, ON.

N3Y 4L2

<https://simcoelittletheatre.org/>



EMERGENCY PROCEDURES

EMERGENCIES INCLUDE: fire or smoke; natural disaster or severe weather; chemical incidents; structural failures, personal health/medical emergencies and human threats.

Note that resources and persons available to respond to emergencies will depend on when the emergency occurs.

Emergencies could occur at any time, including during Simcoe Little Theatre mainstage performances **or** when the theatre is rented **or** used for events by outside parties **or** during rehearsals **or** anytime staff/volunteers are in the building.

All staff and volunteers, must have an understanding of emergency procedures for the theatre. For all, a clear understanding of their role is a requirement, guided by a formal training, followed up by each staff/volunteer having emergency instructions available within easy access at all times.

FIRE OR SMOKE:

Fire alarm bells will sound if smoke or heat is detected, or if a fire alarm pull station is activated. An outside monitoring company will be automatically notified and will activate the Fire Department. Elevating Lift will not function and must not be used. If a fire is detected, 911 should also be activated.

FIRE ALARM: MAINSTAGE PERFORMANCES

It is standard operating procedure to assume every alarm is “hot” and evacuation will begin immediately.

Generally:

Any Simcoe Little Theatre staff or volunteer upon detecting a fire shall:

- Use a fire extinguisher and attempt to put out the fire if properly trained and if it is not a hazard to do so;
- Pull Fire Alarm if unable to put out fire or unable to identify source of fire.
- Call 911 to activate Fire Department (as a backup to the aforementioned monitoring company)
- If able, provide assistance to individuals who require it;
- Evacuate using the closest and safest emergency exit, do NOT use the lift;
- Exit the building, meet at designated evacuation point across Talbot St. in Talbot Gardens Arena parking area.
- Do not re-enter the building until you have been informed that it is safe to do so.

Specifically:

Upon a fire alarm sounding the SM is to don their orange safety vest, enter the stage and instruct any actors and backstage crew off stage to the green room (closing fire doors as they evacuate) to await further instructions.

The Board Operator is to bring up the house lights and don their orange safety vest.

The SM can then proceed with the following speech. Remember to speak slowly, and clearly:

LADIES AND GENTLEMEN, PLEASE REMAIN SEATED. THEATRE STAFF ARE IDENTIFYING IF THERE IS A FIRE OR ANOTHER REASON FOR THE ALARM. WHEN WE EVACUATE, USHERS ARE GOING TO ESCORT YOU OUT OF THE BUILDING. PLEASE BE MINDFUL OF ANY STEPS. FOLLOW THE INSTRUCTION OF OUR HOUSE MANAGER AND USHERS WEARING ORANGE VESTS AND PROCEED TO TALBOT GARDENS ARENA PARKING AREA ACROSS THE STREET. IF YOU REQUIRE ASSISTANCE PLEASE REMAIN IN YOUR SEAT AND AN USHER WILL ASSIST YOU. WE WILL NOW PROCEED TO CALMLY LEAVE THE THEATRE.



EMERGENCY PROCEDURES

At same time as SM is doing speech, House Manager and any other staff/volunteer (eg. bartender, box office rep...) on site will don their reflective orange vests and attempt to identify source of fire and attempt to extinguish if possible, while determining which exits are safe to use. Then, proceed to their **EVACUATION** positions.

Once the SM finishes their evacuation speech, the following steps occur simultaneously.

Stage Manager, House Manager, Ushers, Board Operator all don their Reflective Vests

Stage Manager: proceed to the Green Room, making sure all Cast and stage crew personnel are accounted for and exit the theatre using the Emergency Exit in back stairwell or bar/washroom area. Proceed to parking lot at Talbot Gardens.

House Manager will open the double doors to the theatre and remind patrons to follow direction of ushers and use the safest and closest Emergency Exit including north side door beside stage, Box Office level doors and/or main exit doors.

The House Manager will be aware if there are people in the audience who need special assistance in exiting and will direct any staff or volunteer to provide such assistance. Guests in wheelchairs or needing assistance are the top priority of the House Manager, and any staff or volunteer working the production. It is appropriate to enlist the help of other audience members if needed.

After evacuation, the House Manager will remain outside the main lobby doors to serve as the primary contact when the fire department arrives, while contacting Lighthouse Festival management to report in.

Bartender (if present) can ensure the bar lobby, washroom area is cleared.

Board Operator: Exit booth via ladder and assist with evacuation where needed.

Once at evacuation meeting spot await theatre management staff's arrival. They will coordinate with House Manager, emergency personnel and Stage Management to assess the re-entry of the building if resuming the show is possible.

The House Manager will ensure an Incident Report is completed.

OTHER VARIATIONS: Pre-show/Intermission/Post-show. If the house has not yet been opened or the audience has left the auditorium, the House Manager will announce exit routes to the audience in the lobby and enlist assistance from others to announce exit routes in other areas of the building where patrons may be. Others may include Stage Manager, House Manager, Box Office and Ushers will double-check the house, and then proceed to the main lobby to assist with the evacuation.

ALL STAFF/VOLUNTEERS. It is up to all staff/volunteers to remain professional and calm, and assist where needed.

FIRE ALARM: NON-PERFORMANCE TIMES

If an alarm goes off during non-performance times, whatever staff/volunteer is present, be they paid or not must ensure the evacuation of their activities and all people from the building. The senior most person present (staff first, volunteer if not staff), would serve as the primary contact for the Fire Department and will also contact Lighthouse Senior Management.



NATURAL DISASTER OR SEVERE WEATHER

Any emergency caused by inclement weather conditions or tectonic activity. Potential local natural disasters could include tornadoes, floods, earthquakes, lightning strikes, blizzards, ice storms, severe thunderstorms, and so on.

CANCELLATION OF MAINSTAGE PERFORMANCES:

Prior to show: The stage manager would decide within 2 hours of the show when possible and they would tell the Producer. Producer would notify the Lighthouse Team. Caitlin will call FOH volunteers. Lighthouse staff will email patrons and post on social media about the cancellation. Stage Manager informs the Performance Team (actors, director, technical crew...).

EVACUATION DURING MAINSTAGE PERFORMANCES:

In the event of a current or impending natural disaster or severe weather event, the house manager will monitor the situation, gaining knowledge online or through radio. If the house manager determines the theatre and its patrons are in imminent danger, that information should be relayed and discussed with the stage manager. The SM will make a stage announcement and begin evacuation to either the outdoors, or provide access to the lower level of the building (eg. in the event of a tornado). All patrons and employees will be encouraged to stay until the storm has passed as reported on the radio. Patrons may insist on leaving at their own discretion and risk.

The House Manager will ensure an Incident Report is completed.

CHEMICAL INCIDENTS

If a gas leak is noticed, all persons are to be evacuated using the Fire/Smoke procedures noted above.

All staff and volunteers who may have exposure to chemicals must complete a mandatory WHMIS course and know how to respond in the event of a chemical incident.

The person involved in the chemical incident must ensure an Incident Report is completed.

STRUCTURAL FAILURES:

POWER OUTAGE:

Hold for 15 seconds.

If power is out to the building, Emergency lighting should activate automatically. Lift will not function. Alarm panels in Box Office area will sound.

If the power is not restored in 30 seconds, the Stage Manager (SM) will don their reflective vest and go onstage with a flashlight and send the actors to the Green Room where they will wait for further instructions.

The Stage Manager (SM) will read the following speech to the audience. Remember to speak loudly, slowly, and clearly:

LADIES AND GENTLEMEN, PLEASE REMAIN SEATED. WE ARE CURRENTLY EXPERIENCING A POWER FAILURE. WE ARE ASSESING THE SITUATION AND WILL PLAN TO RESUME SHORTLY. PLEASE REMAIN SEATED.



EMERGENCY PROCEDURES

Upon the SM delivering the speech, the Ushers will turn on their flashlights. They will remain stationed in the auditorium, prepare to possibly do a **NON-EMERGENCY EVACUATION**, and await further instructions.

The Board Operator will remain in place until the decision is made to continue or call the show.

The SM will meet with the House Manager (HM) both who should have a reflective vest and flashlight. Either or both can log in to www.hydroone.com (if able through cellphone), proceed to outage map where information can be gleaned about the size of the outage, estimated time of restoration etc.

The HM, in consultation with the SM will now decide to continue the show without power (eg. should there be only a few minutes left) or call the show short. Maximum time to make this decision from time of power outage is 20 minutes.

Should a bartender be on site, they will don a reflective vest and flashlight and will open the double doors to the theatre and remain positioned to assist.

- **IF POWER IS RESTORED:**

The Board Operator puts the show in Preshow lights and standby.

The House Manager can close the double doors to the theatre and inform any volunteers to stand down.

The SM will check in with the Cast to find an appropriate place to resume the show.

As Cast are making their way back to the stage the HM can proceed with the following speech.

**LADIES AND GENTLEMEN, THANK YOU FOR YOUR PATIENCE. WE WILL RESUME THE SHOW MOMENTARILY.
PLEASE REMAIN SEATED.**

The SM will communicate with the House Manager, and the Board Operator where the show will be continuing from and put them in the appropriate cue.

The SM will standby the actors to re enter and proceed.

- **IF POWER IS NOT RESTORED:**

After consultation the SM and HM will make a decision to either continue without power or end the performance.

The SM can proceed with the following speech.

LADIES AND GENTLEMEN, THANK YOU FOR YOUR PATIENCE. ALTHOUGH THE POWER HAS NOT BEEN RESTORED, WE HAVE DECIDED TO FINISH THE PERFORMANCE USING OUR EMERGENCY LIGHTS AND FLASHLIGHTS. THE EMERGENCY LIGHTS SHOULD OPERATE FOR AT LEAST 60 MINUTES TO ALLOW FOR SAFE EGRESS FROM THE BUILDING. WE WILL END THE SHOW WITHOUT A CURTAIN CALL SO THAT ALL PATRONS, CAST AND CREW CAN EXIT THE BUILDING SAFELY.

OR LADIES AND GENTLEMEN, THANK YOU FOR YOUR PATIENCE. UNFORTUNATELY WE ARE NOT ABLE TO CONTINUE THE PERFORMANCE AT THIS TIME AND WE ARE GOING TO BEGIN A NON-EMERGENCY EVACUATION OF THE THEATRE. PLEASE FOLLOW THE INSTRUCTION OF OUR THEATRE STAFF AND SAFETY OFFICIALS WEARING ORANGE VESTS. IF YOU REQUIRE ASSISTANCE PLEASE REMAIN IN YOUR SEAT AND AN USHER WILL ASSIST YOU. THE TICKET PURCHASER WILL RECEIVE AN EMAIL FROM OUR BOX OFFICE TO FOLLOWUP ON THIS PERFORMANCE.

House Manager and Ushers/volunteers may now begin a Non-Emergency Evacuation



EMERGENCY PROCEDURES

The SM can proceed to the green room, make sure all Cast and SM personnel are accounted for and exit the theatre using the safest exit.

The House Manager will ensure an Incident Report is completed.

OTHER STRUCTURAL FAILURES:

In the case of water or heat interruption, sewage backup, or other utility disruptions, all attempts will be made to determine the cause of the disruption and the probable length of shutdown. Contact Caitlin at Lighthouse Theatre.

If the building itself fails, evacuate from the nearest available exit if safe to do so. Contact Caitlin at Lighthouse Theatre.



PERSONAL HEALTH/MEDICAL EMERGENCIES:

There must be a minimum of 1 trained First Aider on site at all times. All Volunteers with current First Aid/CPR training should be identified prior to performances. Medical distress/injury could happen to anybody (eg. patrons, staff, actors...)

If the SM is notified of a medical emergency through show personnel, they must inform the HM of the situation (and vice versa).

When all parties are informed of the situation the HM must go to the person in distress and lead the First Aid intervention. The intervention will depend on the situation (eg. who is in distress, where they are, what the distress or injury is). Ask any non essential bystanders to clear the area.

If the medical emergency occurs during the show and involves a cast member, crew, or patron within the audience the SM can then proceed with the following speech.

LADIES AND GENTLEMEN, PLEASE REMAIN QUIETLY SEATED. WE ARE CURRENTLY ADDRESSING A MEDICAL SITUATION. WE THANK YOU FOR YOUR PATIENCE AS WE PAUSE MOMENTARILY. PLEASE REMAIN QUIETLY SEATED.

The SM will then make their way to the area of distress and assist, taking direction from the HM (eg. to call 911 and give location of theatre as 33 Talbot St. N and the nature of the emergency and as much information as possible).

Once 911 has been called, the HM will send an Usher to wait in the Lobby for emergency personnel.

In an effort to keep the patrons stress levels low, evacuate their immediate area to ensure them some privacy and comfort.

Someone must always stay with the person in distress. Do not attempt to move them and do not provide food or water.

When emergency personnel arrive, the Usher in the Downstairs Lobby will direct them to the incident location. When the person receives medical attention and leaves the theatre building the incident is over. The HM will call the artistic director/executive director to inform them of the situation.

If the show is to continue:

The Board Operator will return to the booth and put us in preshow looks and standby.

The SM will go to the green room and check in with the Cast and ASM to find an appropriate place to resume the show, then address the audience with:

LADIES AND GENTLEMEN, THANK YOU FOR YOUR PATIENCE. WE ARE RESUMING THE SHOW MOMENTARILY.

The SM will communicate with the HM and the Board Operator where the show will be continuing from and put them in the appropriate cue.

The SM will standby the actors to re enter and proceed.



The House Manager will ensure an Incident Report is completed.

HUMAN THREATS

Intruders

An unwanted, unwelcome should not be in the building. If they are:

- Do not approach the person alone. Get assistance.
- Ask the person if they are looking for somebody specific or what their business is. Respond accordingly.
- Ask the person to leave if needed. If they refuse inform them that you will need to contact the police and proceed to call 911.
- Stay with your partner until police arrive or the person leaves
- Report immediately to management and ensure nobody is left alone in the building.

To help prevent unwelcome access to the building ensure all users sign in and out. After a performance, 2 persons should ensure the building is empty and leave together, ensuring the building is locked. Be aware of surroundings and assist each other if needed.

Ensure an incident report is completed.

Bomb Threats

In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes. Therefore, all threats will be treated as real in order to protect lives and property, and the premises will be evacuated immediately. In the event of a bomb threat, immediately call 911

BOMB THREAT: Whoever receives the threat should follow these steps:

1. Write down the exact time of the call. Record the phone number of the caller if possible.
2. Record the caller's exact words. Allow the caller to say as much as possible without interruption.
3. Call 911 to report a bomb threat. Report to management and follow direction.

If the threat comes during a performance, stay calm and inform the House Manager. The HM will follow procedure to evacuate as per a fire alarm, indicating this is an evacuation due to an emergency situation.

Ensure an incident report is completed.