

Northwest Missouri State University Theatre

Emergency Procedures

Fire Alarm/Tornado Siren During a Performance

If a fire alarm sounds –

The building **MUST** be evacuated. Do not wait to determine if the alarm is part of a drill, prank, etc.

If a tornado siren sounds –

The audience **MUST** be evacuated to the lower level of the Houston CPA. Do not wait to determine if the alarm is part of a drill, prank, etc.

Stage Manager Duties:

1. *Briefly* notify all on headsets that the performance is going to be interrupted.
2. *Briefly* notify the Front of House Manager to prepare the lobby and theatre doors for evacuation.
3. If actors are onstage, issue the following instruction: **“Actors. Please Hold.”**
4. Instruct Sound Op to stop any sound cues currently in operation.
5. Instruct Light Op to bring up house lights and stage lights, if inadequate light is currently on stage).

Under no circumstances should there be a blackout.

6. Make the following announcement:

“Ladies and Gentlemen, due to the fire alarm/tornado siren, we have to interrupt the performance. Please leave the theatre, and follow the directions of the Front-of-House Staff. Thank you.”

7. Instruct ASM or crew member to switch on worklights.
8. In case of fire: Ensure the theatre and stage is evacuated. Have cast and crew meet on the Pavilion stage for a head count.

In case of tornado: Ensure the theatre and stage are cleared and audience is moved to lower level of Houston CPA. Have cast and crew meet in the Black Box for a head count.

Assistant Stage Manager/s Duties

1. Follow the instructions of the Stage Manager.
2. Switch on worklights (when instructed).
3. Direct artists, actors and crew members who are in the Green Room, backstage restroom, onstage, or backstage to gather on Pavilion stage (Fire) or Black Box (Tornado).
4. Confirm that Green Room, backstage restroom, theatre, dressing rooms and backstage areas are evacuated.
5. In case of fire: Exit building and meet cast and crew on Pavilion stage.

Front-of-House Manager Duties:

1. Prepare lobby for audience evacuation (switch on lights, clear obstacles – if any).
2. Open theatre doors.
3. With ushers, assist audience in exiting. Direct audience to gather calmly and in case of fire - wait across the street at the Pavilion; in case of tornado – go downstairs.
5. Secure cash box.
6. After audience has left the theatre, close Theatre and Lobby doors and evacuate Front-of-House Staff to the Pavilion (Fire) or Black Box (Tornado).
7. Make sure public restrooms are cleared.
8. Exit building and wait for Fire Department or (in case of tornado) for announcement indicating the danger has passed.
9. Supervise audience at the Pavilion or lower level.

10. House Manager and/or faculty supervisor should be liaison to Fire Department.

Post-alarm Procedure -

Front-of-House Manager Duties:

In the event the performance has to be cancelled:

1. Direct Front-of-House Staff to open box office and prepare to offer ticket refunds.
2. Announce to the audience the reason for the performance cancellation.
3. Offer the audience the option of reserving seats for a future performance and instruct them in the appropriate procedure.

If the performance is to be resumed:

1. Receive the "all clear" from the Fire Department.
2. Notify Stage Manager and Front-of-House staff that performance is to be resumed.
3. Notify the audience to take their seats for the performance's resumption.
4. Supervise the seating of audience and follow pre-performance procedures.
5. Notify the Stage Manager when the house is closed and the performance may restart.

Stage Manager Duties:

In the event the performance has to be cancelled:

1. Communicate with Front-of-House Manager.
2. Advise actors and crew that the performance is to be cancelled.

If the performance is to be resumed:

1. Communicate with Front-of-House Manager.
 2. Consult with actors and crew, and determine from which point the performance will be resumed (this should be a clear point: an entrance/exit of a character, a scene break, a sound cue, etc.).
 3. Once Fire Department "all clear" is received from Front-of-House Manager, direct actors, ASM's and crew to resume places (and backstage/prop setup) for performance re-commencement from the point previously determined.
 4. Instruct Light Op to bring up appropriate light cue and Sound Op to prepare appropriate sound cue.
 5. Once actors, light cue, ASM's and backstage personnel and properties are appropriately in places/set, direct ASM to switch off worklights.
 6. Once Front-of-House Manager gives the "house closed" notice, direct Light Op to take out houselights.
 7. Resume show.
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Power Outage During a Performance

When the power goes out -

Stage Manager Duties:

1. If actors are onstage, issue the following instruction: "**Actors. Please Hold.**"
2. Make the following announcement: "**Ladies and Gentlemen. Please remain in your seats for the next few minutes while we determine the cause of the power outage. When the power is back on, we will resume the performance. We apologize for the inconvenience.**"
3. Instruct an ASM to get a flashlight.
4. Communicate with Front-of-House Manager regarding situation.
5. Prepare a suitable place in the production to resume performance.

House Manager Duties:

1. Call Campus Security to try and determine how long power will be out.

2. Prepare lobby and Front-of-House staff (where applicable) to move patrons to the lobby. Ensure that the Front-of-House staff has flashlights.
3. Maintain communication with Stage Manager.

If power is to be restored within a short period -

Stage Manager Duties:

1. Communicate with the Front-of-House Manager.
2. Instruct the Light and Sound Op's to restore their equipment and prepare for the appropriate cue/s.
3. Inform the ASM's on headset that the performance will be resuming from the appropriate line/cue/etc.
4. Make the following announcement: "**Ladies and Gentlemen. Thank you for your patience. We are ready to resume the performance.**"
5. Make the following announcement: "**Actors: we are going to take it from [...]. Positions please.**"
6. Wait until actors, cues, etc. are all set.
7. Make the following announcement: "**Actors: when you're ready.**"

If power is to be restored within an unknown period of time (more than five minutes) -

Front-of-House Manager shall:

1. Communicate with Stage Manager.
2. Instruct Front-of-House Staff to be ready to escort patrons to the lobby.
3. Make the following announcement to the audience from the stage: "**Ladies and Gentlemen. We are uncertain as to how long the power will be off. We will wait another 10 to 15 minutes. During this time feel free to move into the lobby. If the power is restored we will continue the performance. If power is not restored we may have to cancel the performance. If we must cancel the performance, your ticket cost will be refunded. Thank you for your cooperation and, again, we apologize for the inconvenience.**"
4. With Front-of-House staff, assist patrons who wish to leave their seats.
5. Prepare box office reservation sheets for possible rebooking of patrons' tickets.

Stage Manager Duties:

1. Instruct ASM's to escort actors offstage to the Green Room.

If power is then restored -

Front-of-House Manager Duties

1. Notify the audience in lobby to take their seats for the performance's resumption.
2. Supervise the seating of audience and follow pre-performance procedures.
3. Notify the Stage Manager when the house is closed and the performance may restart.

Stage Manager Duties:

1. Communicate with the Front-of-House Manager.
2. Instruct the Light and Sound Op's to restore their equipment and prepare for the appropriate cue/s.
3. Inform the ASM's on headset that the performance will be resuming from the appropriate line/cue/etc.
4. Instruct the actors (through ASM's) to take their places at the appropriate point in the production for resuming the performance.
5. Once the audience is reseated, make the following announcement: "**Ladies and Gentlemen. Thank you for your patience. We are ready to resume the performance.**"
6. Wait until actors, cues, etc. are all set.
7. Make the following announcement: "**Actors: when you're ready.**"

If power is NOT restored and the performance must be cancelled -

Front-of-House Manager Duties:

1. Announce to the audience the reason for the performance cancellation.
2. Offer the audience the option of ticket refunds

Stage Manager Duties:

1. Communicate with Front-of House Manager.
 2. Advise actors and crew that the performance is to be cancelled.
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Audience Injury or Illness

Stage Manager Duties:

1. Make the following announcement in a loud, clear voice: **“Actors. Hold please.”**
2. Inform Front-of-House Manager of the situation.
3. Instruct Light Op to bring up houselights.
4. Await instructions from the Front-of-House Manager.
5. Determine a suitable cue for crew and actors to resume performance.
6. On receiving Front-of-House Manager’s permission for the performance to resume, make the following announcement to the audience: **“Ladies and Gentlemen. Thank you for your patience. We are now ready to resume the performance.”**
7. Instruct Light and Sound Op’s to go to appropriate cue.
8. Make the following announcement: **“Actors: we are going to take it from [...]. Positions please.”**
9. Wait until actors, cues, etc. are all set.
10. Instruct Light Op to take out houselights.
11. Make the following announcement: **“Actors: when you’re ready.”**

Front-of-House Manager Duties

1. Enter theatre and assess the patron’s condition.
2. If possible:
 - a. Escort the patron (including his/her personal possessions and those accompanying him/her) from the theatre to the lobby, or
 - b. If removal of patron is impossible from the theatre, call 911 immediately for assistance.
4. Once safely out of the theatre, give permission to Stage Manager for the performance to continue.