

FIRST STAGE ALARM SOUNDS - if the alarm sounds **During a Performance**

What You May Hear or See

- Strobe lights from technicians booth
- First Stage Alarm from hallways and foyer
- Performance will be stopped
- House lights will come up
- Announcement from the stage from technician
- Announcement through theatre speakers

Ticket Takers (and Linamar Runners)

- Go to the Box Office door in the Atrium to receive instructions from the Front of House Manager
- Balcony ticket takers may go to the rail in the Canada Company Hall to receive instructions from below.
- Convey instructions to the ushers. (arms crossed – no evac, one arm up – primary, two arms up – secondary)
- Get the safety vest from under the chair and put it on (if one is available)

Program Ushers (and Linamar Ushers)

- Tell the patrons that because the first stage alarm is ringing and we may have to evacuate, to please stand by and wait for further instructions from the ticket taker
- Look to see what issues there might be if evacuation is necessary
- Get the safety vest from under the chair and put it on
- Find the “FOLLOW ME” sign

Floater and Stage Ushers

- Tell the patrons that because the first stage alarm is ringing and we may have to evacuate, to please stand by and wait for further instructions
- Look to see what issues there might be if evacuation is necessary particularly with assistive devices. Assure those patrons who might need assistance that you will be available for them.
- Get the safety vest from under the chair and put it on (if one is available)

FIRST STAGE ALARM SOUNDS - if the alarm sounds at **Preshow** or **Intermission**

Bar Cashier

- Finish taking the present order, then tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the bar temporarily but will reopen shortly if possible.
- **Logout** of the cash register which locks the drawer

Bartender

- Finish filling your present order then tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the bar temporarily but will reopen shortly if possible. (bar cashier may have already done so)
- Put the white wine in the fridge and bring down its curtain. Floor supervisor may be available to lock the fridge first.
- If possible, floor supervisor may choose to lock up the red wine and alcohol. Please assist with this.

Host

- Tell the patrons that the first stage alarm is ringing and we may have to evacuate. Further instructions will be given

Ice Cream Seller:

- Tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the ice cream station temporarily but will reopen shortly if possible.
- Lock the ice cream freezer and put the key into the till
- Secure your money till by placing it below the counter out of sight

Coat Check:

- Tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the coat check temporarily but will reopen shortly if possible.
- Secure your money
- Drop the gate and exit the cloak room

Showcase:

- Tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the Showcase temporarily but will reopen shortly if possible.
- Secure your money box by placing it in one of the drawers
- Lock all cupboards and take the keys with you

Merchandise Seller

- Tell your customers that because the first stage alarm is ringing and we may have to evacuate, you will be closing the merchandise station temporarily but will reopen shortly if possible.
- If possible, cover the products with the skirt of the tablecloth
- Secure your money till by placing it under the table out of sight

SECOND STAGE ALARM SOUNDS

Program Ushers (and Linamar Ushers)

- Call to your patrons to **FOLLOW ME**, raise the sign and lead them out the exit told to you by the ticket taker.
- **Primary Exit:** The doors where patrons entered (Orchestra Right exit building via door to patio, Orchestra Left and Balcony exit via main doors)
- **Secondary Exit:** Alternate exit (towards backstage hallways or Riverside stairs)
- **CO-OP** will almost always use the **Primary Exit** as this door is close to the main facility exit doors

Floater and Stage Ushers (and Linamar Theatre Hosts)

- Assist with patrons in the accessible seats then assist with directions for all patrons.
- If Secondary Exit is required, stay with patrons who cannot manage stairs and tell someone

Ticket Takers (and Linamar Runners)

- Block the non-exit door and direct patrons to exit carefully via the exit announced.
- Remain until all patrons have exited, then exit closing all doors behind you.

All positions – SECOND STAGE

- If you see the location of the reason for possible evacuation (fire, pulled fire alarm), tell Front of House staff
- Give directional assistance to patrons and exit the building after all patrons have left.
- Two volunteers will be needed to block the corridor leading to backstage
- If you feel the need to exit earlier, tell the Front of House staff or another volunteer what you are doing
- Head to the meeting place
 1. **Primary Meeting Place:** In the park, at John Galt Park sign
 2. **Secondary Meeting Place:** Staff parking lot between RRC and St. Georges Church
 3. **Cold Weather Meeting Place:** Sleeman Centre foyer with the assistance of Firefighters to cross street