

EVACUATION PROCEDURES





FIRST STAGE ALARM SOUNDS

What You May Hear and 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 speakers



River Run Centre Fire Curtain



Ticket Takers

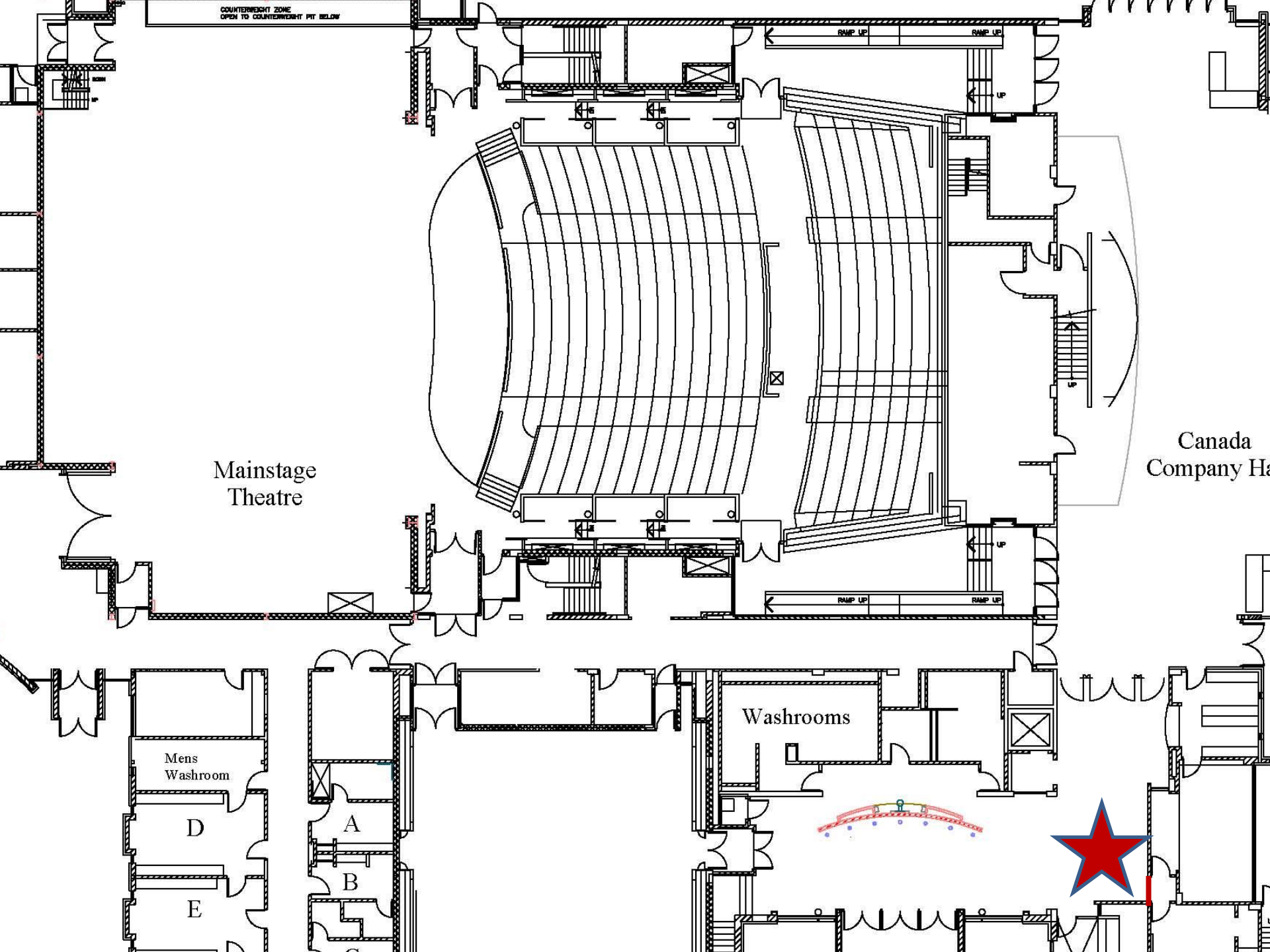
- Go to the Atrium to receive instructions from the FOH Manager
- Balcony ticket takers go to the rail in the Canada Company Hall to receive instructions from below
- Convey instructions to the ushers
- Get Safety Vest in the basket
- Put Safety Vest on



Ticket Takers

- NO EVACUATION
- EVACUTION – PRIMARY EXIT
- EVACUATION – SECONDARY EXIT





Mainstage
Theatre

Canada
Company Hall

Washrooms

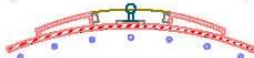
Mens
Washroom

D

E

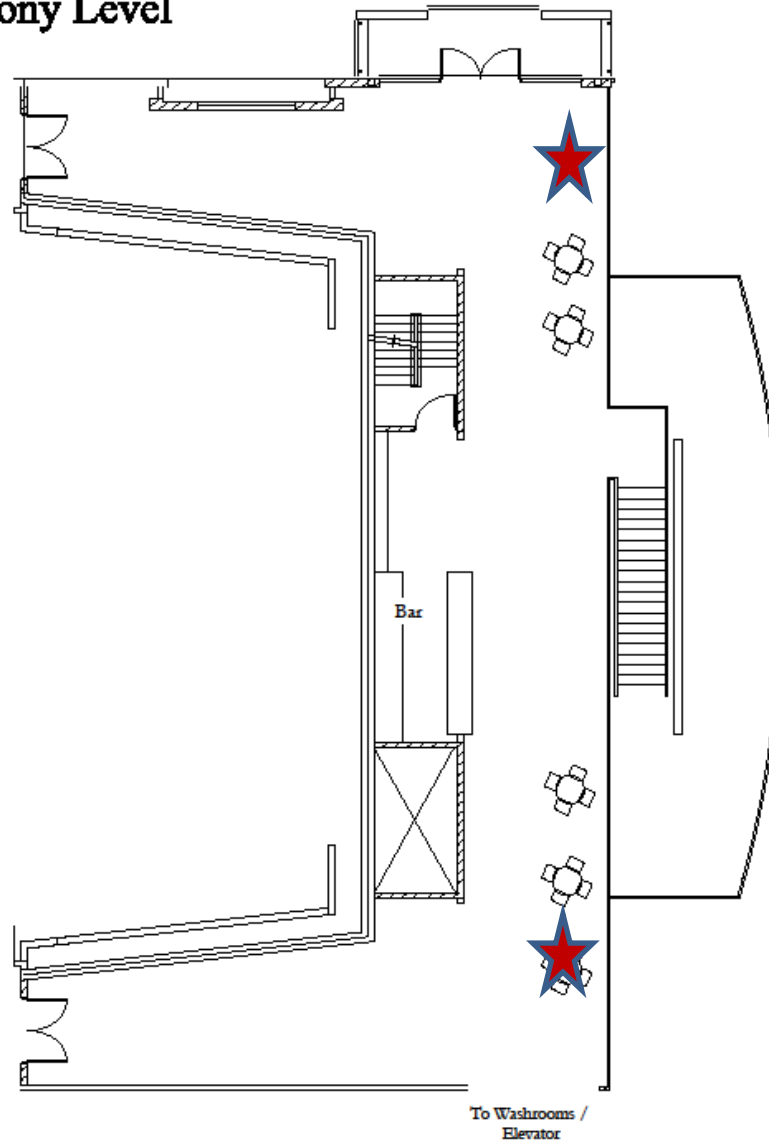
A

B



River Run Centre

Balcony Level



Program Ushers

- If asked, tell patrons we may have to evacuate and to please stand by
- Wait for instructions from the ticket taker
- Look to see what issues there might be if evacuation is necessary
- Get Safety Vest in the basket
- Put Safety Vest on
- Get the “FOLLOW ME” sign



Floater and Stage Ushers

- Tell patrons we may have to evacuate and to please stand by
- Look to see what issues there might be if evacuation is necessary – assistive devices
- Assure those patrons who might need assistance that you will be available for them.
- Get Safety Vest from the basket
- Put Safety Vest on



Other Positions



- Tell the patrons that the first stage alarm is ringing and we may have to evacuate.
- Further instructions will be given
- Orch 1 bartender and one person from coat check head to get instructions from FOH Manager in Atrium to share
- Complete any order then close the station

All Positions

- Be ready to evacuate if the **SECOND ALARM** sounds
- Stand by for directions to assist





SECOND STAGE ALARMS SOUNDS

EXITS

Main Stage & Studio Hall

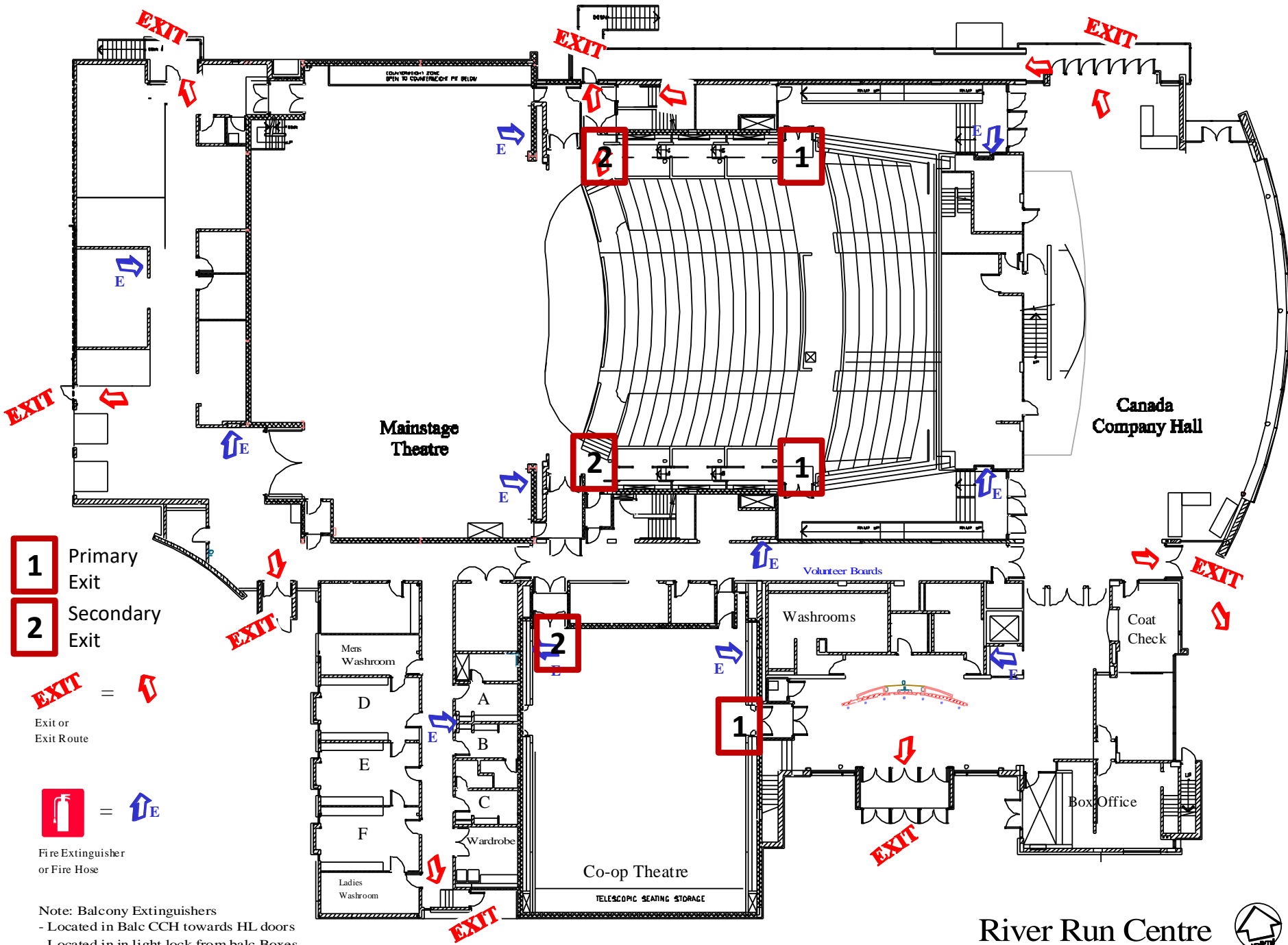
- **Primary Exit**

The doors patrons entered



- **Secondary Exit**

The alternate exit to the
backstage hallway or directly
outside (Orch Riverside)



Ticket Takers

- Block the non-exit door
- Direct patrons to exit carefully via the exit announced.
- Remain until all patrons have exited
- Exit closing all doors behind you.
- Balcony?



Program Ushers

- Call to patrons to “FOLLOW ME”
- Raise the sign above your head
- Lead out using the appropriate exit
- Balcony?



Floater and Stage Ushers



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

All Positions

- If you see the location for possible evacuation (fire, pulled fire station) tell FOH staff



- Give directional assistance to patrons and exit the building after all patrons have left.
- If you feel the need to exit earlier, tell the FOH staff or another volunteer what you are doing

Hallway Safety

- Two available volunteers need to block passage
- If Primary Exit is used, block double wooden doors to backstage area
- If Secondary Exit is used, block hallway leading to Canada Company Hall at exit door from Main Stage theatre



Coat Check

- No coats will be handed out
- Patron safety first



- One CC volunteer to stand in front of Coat Check door entry
- One CC volunteer to stand by ATM machine

Meeting Places

- Primary
John Galt Park
around the park
sign
- Secondary
Staff parking lot
between RRC and
St. George's church



- Cold Weather
Sleeman Centre Lobby



Linamar Shows

- Ushers – Lead patrons out using FOLLOW ME sign
- Runners – Block non-exit doors
- Theatre Hosts – Floaters/Leaders

Preshow or Intermission



- Bartender on Bar 1
- One person from coat check

Go to Atrium to
receive information

Share information with
volunteers in vicinity

- Questions?
- Let's try it



Fire Drill