

APPENDIX B

EMERGENCY PROCEDURES

A copy of all emergency procedures shall be posted in the Stage Manager's promptbook during any performance. All staff and faculty members will make themselves familiar with the operation of emergency equipment located in the Winthrop Theatre.

Emergency Fire Procedures

In the event of a fire in the Winthrop Theatre during a performance, the Stage Manager will:

- a. Bring up the house lights as a prearranged signal that the performance is to stop.
- b. Go to Downstage Center before the audience and read the following message:

Ladies and gentlemen. We are experiencing technical difficulties and request that you vacate the building. Please walk to the nearest exit. Thank you.

The House Manager will:

- a. Call Security at Ext 3333.
- b. Make sure that all the audience members are out of the building.
- c. Wait outside the building for Security's arrival.
- d. Inform the audience if and when it is safe to return.

The Stage Manager will:

- a. Supervise the evacuation of all cast and crew.
- b. Make sure all stage lights are shut off.
- c. Wait outside the building for Security's arrival.
- d. Inform the cast if and when it is safe to return.
- e. Supervise the continuation of production, if feasible

Emergency Procedures for a Storm/Tornado Watch

In the event that threatening weather is forecast, the House Manager will constantly monitor weather bulletins throughout the performance and inform the Stage Manager whenever threatening weather is forecast. In the event that a tornado watch is issued the House Manager will:

- a. Alert the Director of the play, and the Stage Manager that a tornado watch is in effect.
- b. Turn on the portable radio.
- c. Issue flashlights to the ushers and house staff.
- d. Ascertain that ushers are aware of the emergency positions and duties.
- e. Instruct ushers to clear a path between the theatre and basement of all chairs and potential obstructions.

Emergency Procedures for a Storm/Tornado Warning

In the event that a tornado warning is issued (a tornado is on the ground and threatening Rock Hill and the Winthrop campus), the House Manager will institute emergency procedures by:

- a. Positioning ushers in their emergency stations.
- b. Instructing ushers to open doors.
- c. Informing the Stage Manager of the storm/tornado warning.
- d. Taking the portable radio to the basement to monitor weather conditions.
- e. Opening all doors in the basement.

The Stage Manager will execute emergency procedures by:

- a. Announcing to the company the issuance of a tornado warning and directing them to seek shelter in the basement immediately but calmly.
- b. Bring up the house lights as a prearranged signal that the performance is to stop.
- c. Go before the audience and read the following announcement:

Ladies and gentlemen. The national weather service has issued a storm/tornado warning for rock hill and the Winthrop campus. At the present time there is no immediate danger, but we have been instructed to seek a place of safety. Please stand and walk calmly to the rear of the theatre. The ushers will direct you to the building shelter. I repeat, there is no immediate danger so please walk calmly and the ushers will direct you to a place of safety in the basement. The performance will be resumed as soon as weather conditions permit.

The Stage Manager and the Production Coordinator will be responsible for ascertaining that all persons in the building are in the shelter and that everything is orderly. The Production Coordinator and ushers will enforce the no smoking regulation in the shelter area during the emergency procedures.

Emergency Procedures for a Power Failure

In the event of power failure during a performance, the emergency lights will come on. The Stage Manager should take his/her flashlight and go before the audience. He will read the following message:

Ladies and gentlemen. We are experiencing a temporary power failure and are forced to halt this evening's performance until power is restored. Please remain in your seats as we expect resumption of normal electrical service momentarily. Thank you for your patronage.

In the event the power is not restored within fifteen minutes of the initial power failure, the Stage Manager will make the following update announcement:

Ladies and gentlemen. Due to the power failure we are forced to cancel the remainder of this evening's performance. The ushers have taken up positions with flashlights to help you leave the theatre safely. Please watch your step. We have performances this week; please call the box office tomorrow morning to reserve a seat at which your tickets will be honored. Please keep your ticket stubs, as they will be needed for admission. Thank you.

Procedure for Managing Flash Photography/Recording

If audience members are taking flash photos or recording the production, the stage manager or house manager should make the following announcement at intermission:

Ladies and gentlemen, we ask that you refrain from taking flash photographs or taping this production. It causes a distraction to the dancers and the audience members around you. During the rest of the performance the house manager will ask audience members using flash photography or recording devices to leave the theatre. Thank you for your cooperation.