

Emergency Procedures

Walkie Talkies

- Walkies should always be set to channel 3
- Walkies to be turned on as soon as the house is open for any show/event

Evacuation

Calmly get patrons/performers out of the building

- **Chain of Command:** House Manager (HM) to get patrons/performers out of the building. If there is a Stage Manager or Teaching Artist, SM or TA to get performers out of the building.
 - If Patrons are upstairs, House Left, direct them out through the side door down the outside stairs, and head to the grass outside the offices on School Street
 - If Patrons are upstairs, House Right, direct them down the inside stairs and out the front doors, and head to the grass outside the offices on School Street
 - If Patrons are downstairs at the bar, direct them out through the side door, and head to the grass outside the offices on School Street
 - If Patrons are downstairs by the box office, direct them out through the front doors, and head to the grass outside the offices on School Street
 - If Performers/Students are onstage, direct them down the back stairs and out the back gate, and head to the grass outside the offices on School Street
 - If Performers/Students are in dressing rooms, direct them out the back door and through the back gate, and head to the grass outside the offices on School Street
- House Manager to check bathrooms, dressing rooms, and upstairs (if safe) to make sure building is clear

Call for help (if needed)

- If there is a fire, our phone line automatically calls 911
- For any other emergency where it is needed, House Manager to call 911

3. Check on Patrons/Performers/Students

- House Manager and/or Stage Manager to check on patrons and see if anyone needs assistance and is safe
- If an Education Performance/Class, Teaching Artists to immediately call students adult contact
- Call Ashley (408)767-8592 (or Dennis (925)435-9551) if needed

Sheltering

1. House Manager to announce to patrons to remain seated and calm.
2. Stage Manager or Teaching Artist to announce to performers or students (onstage and off) to come into the house, and sit and remain calm
3. ASM or Teaching Artist to lock backstage back door
4. HM to lock the dressing room back door
5. SM or Teaching Artist to lock front doors
6. Call 911 if needed
7. If an Education Performance/Class, Teaching Artists to immediately call students adult contact
8. Check phones to keep updated on what is happening
9. Call Ashley (408) 767-8592 (or Dennis 925- 435-9551) if needed

Sheltering- Active Shooter

1. House Manager to announce to patrons to remain seated and calm.
2. Stage Manager or Teaching Artist to announce to performers (onstage and off) to come into the house, and sit and remain calm
3. ASM or Teaching Artist to lock backstage back door
4. HM to lock the dressing room back door
5. SM or Teaching Artist to lock front doors
6. Call 911 if needed
7. If an Education Performance/Class, Teaching Artists to immediately call students adult contact

8. HM and SM or Teaching Artist to continue to monitor patrons/performers/students
9. Check phones to keep updated on what is happening
10. Call Ashley (408) 767-8592 (or Dennis 925- 435-9551) if needed

Earthquake

1. Patrons to tuck under chairs
2. Actors or Students (if on stage) to go as far off stage against the wall
 - If in dressing room, tuck into corner
3. Staff/Volunteers tuck into a corner
4. HM to check on Patrons once it has passed
5. SM or Teaching Artist to check on Actors or Students once it has passed
6. HM to call 911 if needed
7. If an Education Performance/Class, Teaching Artists to immediately call students adult contact
8. Evacuate if needed

Capacity Requirements

- No more than a total of 20 adults or 35 children on the stage or in the dressing room for performances
- Supervision: One adult for every 15 children

Emergency Go bags

- There are 2 emergency bags, one in the booth and one under the printer in the production office.

Water shut off

- Shut off valve is outside the front doors, to the left on the sidewalk.

First Aid Implementing

- Clean and address any wounds at the sink in the dressing room
- There is a First Aid Kit next the sink
- Ice is located in the green room freezer