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## **VOLUNTEER CODE OF ETHICS**

*The following Code of Ethics defines the principles necessary for carrying out the mission, policies, assignment descriptions and procedures of The Richmond Civic Theatre volunteer programs and applies to all volunteers*

### **All RCT volunteers will:**

1. Support the Richmond Civic Theatre Mission Statement.
2. Serve the theatre loyally and observe theatre rules, regulations, and policies.
3. Adhere to and understand volunteer rights and responsibilities.
4. Assume responsibility and accountability for individual actions within the theatre and community that have an affect on a production, Richmond Civic Theatre and/or the RCT Volunteer Program.
5. Participate in activities that contribute to the ongoing development of RCT programs and activities.
6. Honor commitments and responsibilities.
7. Have a sincere interest in the assignment to be performed.
8. Avoid expressing judgments and/or making decisions that are outside the realm of your defined responsibilities.
9. Try to avoid making comments that would negatively affect established policies, procedures, volunteers or Richmond Civic Theatre.

*The following, plus Code of Ethics for all volunteers, defines additional principles necessary for elected leadership volunteers.*

### **Elected Volunteer Leadership will:**

1. Assure that Richmond Civic Theatre Assignment and Job Descriptions are in compliance with all local, state and federal laws and/or any legally protected status.
2. Provide procedures for the recognition, recruitment, training, orientation and termination of volunteers.

3. Establish policies, procedures and assignment descriptions relevant to programs and volunteer needs and assure distribution of same to volunteers.
4. Establish policies, procedures and assignments that demonstrate equity and respect for the individual talents, skills and services of all volunteer regardless of their personal skills, volunteer interests, professional status, training, qualifications, education or economic status.
5. Provide support staff thru the use of paid staff and volunteer leadership.
6. Maintain volunteer records: placement, skills, assignments, and contact information.
7. Provide and supply volunteers with reporting procedures and liability information related to authorized volunteer activities.
8. Provide a formal volunteer conflict resolution process.
9. Develop programs, policies, procedures that include opportunities for volunteers to express, ideas, issues, and concerns to elected leadership, chairpersons and directors.
10. Assess needs, issues, and problems thru a formal evaluation process that includes all volunteer activities, programs, policies, leadership and paid staff.
11. Provide fiscal responsibility.
12. Provide a safe environment for all volunteers.

*The following, plus Code of Ethics for all volunteers, defines additional principles necessary for appointed leadership volunteers.*

1. Adhere to policies and procedures.
2. Have the required capability to complete assignment.

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#### **VOLUNTEER RESPONSIBILITIES – GENERAL**

*The following list the general volunteer responsibilities necessary for carrying out the mission, policies, assignment descriptions and procedures of The Richmond Civic Theatre volunteer programs and applies to all volunteers.*

1. **Be committed:** Offer your services only if you believe in the value of what you are doing and have the necessary time needed to produce positive results.
2. **Be loyal:** Offer suggestions not accusations. Attempt to learn and understand before accusing or criticizing.
3. **Speak up:** Ask question about things you do not understand. Take your questions, issues and problems to the project leadership. Attempt to resolve personal issues at the proper level prior to initiating a formal complaint to project leadership.
4. **Be willing to learn:** Accept instructions and learn from skills and experiences of others.
5. **Follow policies, procedures and assignment descriptions:** These documents are designed for specific reasons to assure safety, expected results and continuity.
6. **Be dependable:** Follow schedules and be on time. Honor promises and be committed to completing volunteer assignment.
7. **Be objective:** Remember the importance of objectivity in relationship with others.
8. **Be considerate of the volunteer efforts of others:** Offer a helping hand when needed.

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#### **VOLUNTEERS BILL OF RIGHTS**

*The volunteer who accepts the benefits of the Bill of Rights must accept the Responsibilities, Code of Ethics and the obligations that are in accord with the benefits and Bill of Rights for Volunteers.*

**The right to a suitable assignment:** With consideration for personal preference, experience, education, interests and/or employment background.

**The right to know as much about the organization as possible: history, by-laws, policies, procedures, etc.**

**The right to training for the assignment:** Organized and effectively presented.

**The right to guidance and direction:** Facilitated by experienced well informed individuals.

**The right to a safe working place:** "Safe and sound"

**The right to advancement:** Opportunities to be trained for leadership positions.

**The right to be heard:** Opportunities to make suggestions, to have respect shown for an honest opinion, to have access to appointed leadership and elected leadership.

**The right to recognition:** In the form of support and appreciation from elected leadership and paid staff.

**The right to conflict resolution:** Once a volunteer has committed to an assignment, removal from that assignment must be processed thru proper channels prior to removal and supported by specific evidence.

**The right to organizational documents:** By Laws, Articles of Incorporation, minutes of Business Meetings, and financial statements. Exceptions: Confidential information on staff and conflict resolution documentation.

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## **BENEFITS AND OPPORTUNITIES**

Increase social contacts

Expand interests

Earn tax credit for mileage – See IRS rule

Personal satisfaction

Community Service

Group identity

Learn new skills

Choose from multiple areas of interest

Experience and reference for future positions or schools

Training

Education

Recognition

Newsletter

Leadership opportunities

Attend Annual Meeting

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## **INFORMATION AVAILABLE TO ALL VOLUNTEERS**

### **BYLAWS, RCT POLICIES, VOLUNTEER ASSIGNMENTS, BOARD MINUTES**

**SEE: Notebooks located in Volunteer Office. Books are not to be removed from Theatre; copies may be made of documents in the notebooks.**

### **POLICIES OF SPECIAL INTEREST TO VOLUNTEERS:**

**Conflict/Grievance Procedure, Alcohol Policy, Non Smoking, Sexual Harassment, Non Payment. See notebooks located in Volunteer Office.**

**ASSIGNMENT DESCRIPTIONS – ALL VOLUNTEERS TO RECEIVE AN ASSIGNMENT DESCRIPTION for each service area.**

**QUESTIONS**

1. Related to Assignment Description – contact report person listed on Assignment or Director of Volunteer Development.
2. Related to RCT polices, bylaws, or RCT administration issues – contact appropriate Board Member or RCT President.
3. Related to production – See Artistic Director.
4. Board Meetings: Volunteer may attend regularly scheduled Board Meeting as an observer not a participant. Volunteers wishing to make a presentation to the Board may send written information to President or make a request to appear on Board agenda.

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**SAFETY CODES AND EMERGENCY PROCEDURES  
SECTION I**

**Copies of these procedures to be paced in all volunteer work areas!**

**A. PURPOSE**

1. To assure personal safety of staff, volunteer and guests.
2. To minimize loss due to theft or damage.
3. To provide continuity in implementation.
4. To define responsibilities.
5. To facilitate action.

**B. EMERGENCY NUMBERS**

1. **Emergency calls only (weather, fire, etc.): 911**
2. **Medical Emergency/Ambulance Service: 911**
3. Non emergency: Police 983 7247 Fire Department: 983 7266
4. Insurance service: RMD/Patti 966 7531
5. Theatre Leadership/Staff (call in listed order):
  - a. Office Manager
  - b. Technical Manager
  - c. Director of Facilities
  - d. Director of Production
  - e. RCT President

**C. RESPONSIBILITY (General)**

1. Volunteer Responsibilities:
  - a. All volunteers are expected to be part of the process to assure that their working environment is safe and secure.
  - b. Report security/safety problems to staff or volunteer leadership.
2. Staff Responsibilities:

- a. During normal business hours: Safety Codes and Emergency Procedures and Building Security.
  - b. Safety of volunteers, guest and building users.
  - c. Scheduled inspections of fire fighting equipment (Fire Hoses, Extinguishers, and Alarms).
3. Training:
- a. Director of Facilities and Director of Production to facilitate update of Safety Codes and Emergency Procedures and training of volunteers.
  - b. Volunteers are NOT permitted to execute, make use of, or remove Fire Hoses from racks.
  - c. Instruction in general safety and emergency procedures to be conducted for all new staff and volunteers and reviewed, annually, for staff, ushers, stage managers, house managers, productions volunteers and Directors.
  - d. Content: Use of fire extinguishers, fire hoses, alarms, and building evacuation, communication processes, all Emergency Responses.
  - e. Each production to facilitate an emergency response drill during at least one rehearsal.

#### **D. GENERAL INFORMATION**

##### **1. LOCATION OF PHONES (IN HOUSE)**

- a. **Office, Box Office, Back Stage, Costume Department and Office Lobby**

##### **2. FLASHLIGHTS - ALWAYS HAVE FLASHLIGHTS AVAILABLE AND USEABLE.**

- a. SM to assure that there is at least two flashlights on each side of the stage and dressing room area.
- b. HM to assure that flashlight are provided for all ushers, light booth, costume department, basement, sound booth and Box Office.
- c. The flashlights should be checked prior to each performance to assure they are functional.

##### **3. LOCATION OF FIRST AID KITS**

- a. Back Stage, stage right on wall
- b. Box Office
- c. Paint/makeup room
- d. Volunteer Office
- e. Rehearsal Room, east wall
- f. Scene Shop, basement

##### **4. ACCIDENT/INCIDENT REPORT FORM**

- a. Do not permit victim to complete the form.
- b. Normal Business Hours: Staff to facilitate Accident Reports.
- c. Performance: House Manager to facilitate an Accident Report as soon as possible.
  - i. Place report in business office in box or give to a staff member.
  - ii. Office Manager to follow appropriate notification and filing procedures.
- d. Instructions for and forms are posted at all volunteer work stations.

##### **5. SMOKING**

- a. **Smoking is not allowed anywhere inside the theatre.**
- b. **Smoking is only allowed outside the theatre and away from entrances and exits.**  
(Ex: Stage Door is a non smoking area; smoking permitted in the alley.)

##### **6. BE PREPARED DO NOT PANIC**

- a. **REVIEW EMERGENCY PROCEDURES PRIOR TO OPENING NIGHT.**
- b. Check all flashlights before each production, performance or event.

- c. Check all exit sign lights.
  - d. Test emergency lights - make sure they are all working!
  - e. Check to see that exit ways are clear of all obstructions, especially during performances!
  - f. Check that megaphone is working and is in theatre where it can be located.
- 7. PRIOR TO PERFORMANCES OR ANY GATHERING IN THE AUDITORIUM**
- a. Make public service announce that includes location of EMERGENCY EXITS.
  - b. “Canned over PA system” or individual from stage.

**E. BUILDING SECURITY (LOCKS/LIGHTS)**

**1. RESPONSIBILITY (General)**

- a. Volunteers
  - i. All volunteers, staff and users of the facility are expected to be part of the process to assure that their working environment is safe and secure.
  - ii. Report security/safety problems to staff or volunteer leadership.
- b. Staff:
  - i. During normal business hours, the staff is responsible for building safety and security.
  - ii. At end of shift all doors must be secured and lights turned off.
- c. **911 Emergency** - Staff or volunteers may call 911 when security/safety issue is an immediate danger to individuals or building.
- d. **Parents of Children** – Parent may attend all rehearsals; those not attending rehearsals are to “drop off” and “pick up” children at Stage Door only. Children are not permitted outside the building during rehearsals.

**2. RESPONSIBILITIES DURING PERFORMANCES AND REHEARSALS:**

- a. Volunteers - During set construction, rehearsals and performance, all production volunteers (this includes children) must use Stage Door.
- b. Artistic Director - is responsible for opening Stage Door and securing the building after rehearsal or auditions and when Stage Manager is not present.
- c. Stage Manager – is responsible for opening and closing the stage and auditorium areas of the theatre and turning on and off lights on stage and dressing rooms.
- d. House Manager – During performances the House Manager is responsible for the “front of House” areas and final complete check of ALL locks and lights (see all procedures below.)

**PROCEDURES – Doors and Lights**

**Doors never to be locked**

- 1. Box Office
- 2. Rehearsal Rooms

**Doors to be secured.**

- 1. 4 front doors and panic bars (key lock and Allen wrench)
- 2. NW corner office lobby door
- 3. 10<sup>th</sup> Street Costume Shop access door
- 4. Both double exit doors on west side of auditorium
- 5. Stage Door (10<sup>th</sup>St.)
- 6. South door at rear of stage right (opens to alley)
- 7. 2 balcony exit doors (right and left walls)

**Lights**

- 1. **Safety lights that remain on at all times**

- a. Alcove entrance of Stage Door
  - b. Motion light at top of 10<sup>th</sup> Street upstairs hallway
  - c. Mezzanine safety light
- 2. Rehearsal/Set Construction lights**
- a. Dressing rooms
  - b. Left and right steps to dressing rooms
  - c. Stage work lights (switch in east alcove by steps)
  - d. Right and left alcove lights
  - e. Scene Shop lights
  - f. 2<sup>nd</sup> and 3<sup>rd</sup> floor lights (rehearsal rooms, costume shop, halls)
  - g. Restrooms
  - h. Office area (volunteer office, Memory room and lobby)
- 3. Stage Manager (Performances)**
- a. Restrooms
  - b. Memory Room and all display cases
  - c. Lobby display case
  - d. Volunteer Office and inner room.
  - e. Box Office and Control Panel
    - i. Coded in RED
    - ii. Marquee lights, Lobby chandelier and Front lobby

## **SAFETY CODES AND EMERGENCY PROCEDURES**

### **SECTION II –**

#### **PERFORMANCES (Code Pink)**

##### **A. MINOR PROBLEMS/ISSUES (NO NEED TO STOP THE PERFORMANCE)**

1. The House Manager and Stage Manager should ALWAYS keep each other informed when problem begins.
2. Alert the house, box office staff and stage staff when it seems appropriate or necessary (House Manager (HM), Box Office staff (BOS); Stage Manager (SM), Director, Sound and Light Booth.)
3. In an emergency, when the show does not have to be stopped, the HM & SM need to communicate with and alert those people who might be needed to assist her/him in resolving the problem.
4. **POSSIBLE TYPES OF PROBLEMS:**
  - a. Audience members who are rowdy, talkative, distracting: the ushers should alert the HM who will politely ask the patrons to calm down. If the patron persists, the HM has the option of asking them to leave. If they are extremely rowdy, and will not leave, ushers may assist in escorting the patron out of the theatre.
  - b. An actor trips and hurts herself/himself backstage: Stage Manager and Director needs to determine if injury is minor and show can go on with actor or without.
  - c. Scenery falls over: often an actor may be able to cover while she/he or a stage hand adjusts scenery.
  - d. Light board fails briefly, props are missing, and something on stage happens that results in a long pause: for pauses of less than thirty seconds, it is better to not interrupt the show, however, if this is a backstage problem, the HM should be made aware of the reason in case patrons are upset and the situation needs to be explained to people who inquire.

- e. If there is a pause and the audience does not seem to be upset, there is no need to explain. If necessary, the HM may explain to the audience reason for delay or pause in performance.

## **B. PERFORMANCE EVENTS THAT MIGHT REQUIRE STOPPING THE PERFORMANCE**

1. Onstage or backstage emergency, it may be possible to act as if what is happening is part of the show. Sometimes the problem can be handled during a long intermission; or a special intermission can be called between scenes. If this is not possible, the SM and the HM should assess the extent of the problem.
2. The Stage Manager may need to make a curtain announcement: "due to technical problems the show will be stopped (for a period of minutes or for the evening.)"
3. DO NOT INFORM THE AUDIENCE THE NATURE OF THE PROBLEM. DON'T USE THE WORD "FIRE" IN FRONT OF THE AUDIENCE UNLESS IT IS TRUE AND YOU NEED TO COMMUNICATE EVACUATION PROCEDURE.

## **C. AUDIENCE EMERGENCIES/EVENTS THAT MAY OR MAY NOT REQUIRE STOPPING PERFORMANCE:**

1. Serious health problems or accident (heart attack, seizures, stroke, collapse)
2. Contacts their physician or send to Reid Hospital and Health Care Emergency Department.
3. Generally, do not treat or move an injured person unless they insist and are capable of walking to a more private area.
  - a. First Aid Kits in Volunteer Room, back stage, paint/makeup room, rehearsal room.
  - b. Accident Report form in Volunteer Room

## **SAFETY CODES AND EMERGENCY PROCEDURES**

### **SECTION III**

### **MAJOR EMERGENCIES**

#### **A. NECESSARY SUPPLIES:**

1. Flashlights and battery powered lights should be constantly checked in case of a power outage.
2. Megaphone (back stage and Sound Booth.)
3. Cell phone.
4. Report forms.
5. Reecom NOAA All-Hazard Alert Radio

#### **B. TORNADO, DANGEROUS WEATHER CONDITIONS, ATTACK (CODE BLUE)**

1. Notification for the Wayne County Emergency Management Agency will be received on the NOAA radio.
2. Definitions
  - a. Tornado Watch is issued when atmospheric condition is right for possible development of a tornado; NO ACTION IS TAKEN other than to have NOAA turned on.
  - b. Tornado Warning is issued when a tornado has been sighted in or near Wayne County.
3. The Emergency Management Agency recommends: in the event of a tornado that "the best areas for tornado shelter would be in the Theater Auditorium under the second floor balcony.
4. Follow directions of House Manager and Ushers.
5. Due to the location of the gas line in the boiler room, the main electrical line below the stage and the fly tower above the stage, the dressing rooms below the stage should not be used for protection, other than in a **last resort**. In event of a tornado or severe winds, actors may remain in dressing room areas.

6. If civil defense sirens are sounded, this is a warning of dangerous weather conditions. It can also mean **an attack is eminent**.
7. Because the auditorium is fairly weather and sound proof, the Box Office Manager or House Manager is more likely to hear the warnings. The warning must immediately be communicated the Stage Manager.
8. NOAA radio to be turned on to receive updates and Civil Defense reports.
9. The HM and SM may decide to cancel the rest of the show, or warn the audience at an appropriate time. Usually, we are aware of poor weather conditions ahead of time, and may decide to cancel the show before it begins.
10. If in the midst of the performance and the weather is very bad, it is possible that it would be safer to keep audience and performers in the theatre.

### **C. BOMB THREATS (Code Brown)**

1. Phone/voice mail/email/Fax.
  - a. Person receiving a bomb threat via direct call or voice mail to stay calm and attempt to fill out the Bomb Threat Form or take notes while listening to caller.
  - b. Email/Fax: Immediately call 911 and read to 911 operators.
2. During a Performance
  - a. Make public announcement.
  - b. If there is any chance the show will continue, instruct the patrons to wait outside and on opposite sides of the street.
3. Implement evacuation procedures. (See: Evacuation Procedures -**F**)
4. Drop the main curtain, if appropriate.
5. Turn on stage work lights.
6. Prepare for refunds in event show is not able to continue.
7. Continue with the show if a minimum of time is lost.

### **D. POWER FAILURE - LIGHTS BLACKOUT (Code Black)**

1. It is important to remember that when there is a blackout there is no power and the headsets used will not be usable.
2. The emergency lights will remain on for approximately 90 minutes.
3. Box Office staff to call Richmond Power and Light (973 7200) for an update or 911 if RPL not available.
4. Using a megaphone, the HM to make announcement to the audience.
  - a. Keep audience as calm as possible.
  - b. Have the audience remain in their seats and have the cast/crew sit on the stage.
  - c. Use megaphone to address the audience.
5. When necessary, implement evacuation procedure.
  - a. Backstage crew and cast should help.
  - b. All HM and backstage staff to have reviewed the plan prior to performances.

### **E. FIRE (Code Red)**

1. **All fires, large or small must be reported to Fire Department!**
  - a. Emergencies = 911
  - b. Non emergencies = 983 7266
2. **Fire Department is required to inspect all fire events, no matter how small.**
  - a. To assure fire is properly extinguished and safe
  - b. To asses damage
  - c. Small Fires (extinguished by staff or volunteers)

- i. Move individuals in immediate danger.
- ii. Always prepare to evacuate with any fire in the building, big or small.
- iii. If a fire is contained before evacuation is begun, there may be no need to proceed with evacuation.
- iv. HM must be alerted in the event of any fire and must prepare for potential evacuation.
- v. Do not hesitate to call 911 or proceed with CODE RED EMERGENCY PROCEDURES if there is any doubt about fire containment.

**3. FIRE (CODE RED) EMERGENCY PROCEDURES (see flyer for posting)**

- a. **MOVE individuals in immediate danger.**
- b. **REPORT FIRE: Call 911; give exact location and phone number being used.**
- c. **EVALUATE need to begin evacuation procedures.**
- d. **PULL FIRE ALARM BOX (internal notification only) if needed** to alert building occupants (all floors) of the existence of a fire and to initiate evacuation procedures.
- e. **CLOSE all windows and doors; if fire back stage, release Fire Curtain.**
- f. **FIGHT THE FIRE WITH HAND EXTINGUISHER: Remember to PASS: PULL... AIM... SQUEEZE... SWEEP**
- g. **TURN** on all overhead lights in immediate area.

**4. EXTINGUISHER PROCEDURE: Remember to PASS: PULL... AIM... SQUEEZE... SWEEP**  
(See side of extinguishers for detailed instruction.)

- a. **PULL** Pull the pin. Some extinguishers require releasing a lock latch, by pressing puncture lever or tank instructions.
- b. **AIM** Aim low, pointing the extinguisher nozzle, horn or hose at the base of the fire. DO NOT HOLD NOZZLE – It will freeze hand.
- c. **SQUEEZE** Squeeze the handle. This releases the extinguishing agent.
- d. **SWEEP** Sweep from side to side at the base of the fire until it appears to be out.

**5. LOCATION OF FIRE EXTINGUISHERS (\*\*on maps).**

- a. THESE FIRE EXTINGUISHERS ARE LIMITED TO COMBATING FIRES ONLY!!!!
- b. Fire Extinguishers are indicated on the maps of the theatre by the two asterisks \*\*:

**MAIN FLOOR**-Volunteer Room, Left wall.

**MAIN FLOOR**-In Concession area → Memory Room

**MAIN FLOOR**-Rear of Auditorium →by House Right Aisle.

**MAIN FLOOR**-Rear of Auditorium →by custodial closet.

**BACKSTAGE**-On North wall Stage → Left by alcove door.

**BACKSTAGE**-On South wall Stage Right → by the stairs to dressing rooms, near the ladder to the fly platform.

**BACKSTAGE**-Near Wall Phone → Stage Right.

**BASEMENT** -Dressing Room Hall → center post.

**BASEMENT** -In paint storage area.

**MEZZANINE**- Top of the stairs → on North Wall.

**SECOND BALCONY**-First Row of House Left.

**SECOND FLOOR**-Costume Shop near stair to third floor.

**THIRD FLOOR**-Near door to west storage areas.

**THIRD FLOOR**-Near door to east storage areas.

**6. LOCATION OF FIRE ALARM BOXES (FA on maps)**

- a. Theatre alarm boxes **are not** connected to the Richmond Fire Department. Used internally to alert all occupants that there is a fire in the building.
- b. **The Fire Department will not respond unless a call is placed to 911.**
- c. Local alarm pulls are indicated on the posted maps of the theatre by the letters FA.
- d. If a Fire Alarm is accidentally pulled, unlock the Control Box located on the wall west of the Stage Manager's desk; activate the Silence Button and the Reset Button.
- e. **ALARMS ARE ONLY PULLED IN A FIRE EMERGENCY!!!**

**MAIN FLOOR**-west wall of main lobby

**MAIN FLOOR**-front of auditorium → left aisle by east exit

**MAIN FLOOR**-front of auditorium → right aisle

**MAIN FLOOR**-back of auditorium → right side by light/sound booth

**BACKSTAGE**-near the rear alley door → up stage right

**FIRST BALCONY**-near the fire escape doors → on the house right aisle

**FIRST BALCONY**-near the archway, to the fire escape → on the house left aisle

**F. EVACUATION PROCEDURES (CODE GREEN)**

**1. PERFORMANCES**

**a. BEGIN CODE RED (FIRE) PROCEDURES**

- b. **FIRE CURTAIN/ FIRE HOSES - Volunteers are NOT permitted to execute, make use of, or remove Fire Hoses from racks or cut Fire Curtain rope unless properly trained.**
- c. Turn on house lights.
- d. HM with megaphone should take the stage, and announce the need to evacuate the theatre.
  - i. Try not to create a panic Move quickly.
  - ii. Try to keep calm, realize that people will be panicking if they smell smoke or see a fire.
  - iii. Pull fire alarm if needed to alert all building areas to evacuate (fire alarm is an internal alarm only.)
- e. Evacuate the House using as many exits as are free from fire or smoke danger.
- f. Audience should assemble, across the street (parking lot).from the front of the theatre; Audience can be given further instructions from this location.
- g. Cast and crew may be used to assist with evacuation.
- h. Cast and crew should assemble at Lennon's parking lot; to be given instruction to assist with evacuation.
- i. **Remember:**

- 1. Volunteers are NOT permitted to execute, make use of, or remove Fire Hoses from racks unless properly trained.**
- 2. The rope is to be cut only in case of fire on Stage.**
- 3. Curtain is very heavy, clear stage to avoid injuries AND use two persons to control, if necessary.**
- 4. SM or a designated person nearest stage should drop fire curtain; only the Stage Manager, House Manager, Staff or other designed person is to implement this procedure**
- 5. Fire curtain rope is located on stage right; utility knife attached.**

**6. BE PREPARED/GENERAL**

- a. Both HM and SM should be familiar with the exits of house and stage.
- b. It is a good idea to remind the cast and crew of the emergency exits before the run of the show.
- c. HM should point out emergency exits to ushers before each performance.
- d. The HM and SM can use ushers, casts, crews to assist with evacuation; they are more familiar with the building.
- e. The audience should be kept from lingering in the lobby or going on stage.
- f. Ushers are to immediately pick up a flashlight and assist with doors and handicapped persons.
- g. House Manager and Stage Manager should be last to leave theatre and (when possible) should check public and volunteer areas.

**ADD TO A LEGACY ...**

**BREAK A LEG!!!**