Theatre Simpson Emergency Procedures

If you discover a problem:

1. Contact the house manager, stage manager, and faculty member in the building with information about the problem – what, where, who etc.
2. Contact the appropriate emergency services if required.
3. Remain calm.

In case of fire:

1. The stage manager will bring up the house lights and fade the stage lights to black.
2. The assistant stage manager needs to go immediately on stage and assess the situation.
   a. Clear the stage.
   b. Put out the fire if you can.
   c. Call maintenance x1622.
   d. Cut the fire curtain if the fire is too large or out of control.

If we need to evacuate the building:

1. The house manager will call the fire dept. 8-911
2. The house manager will make the evacuation announcement to the audience.
3. All company members are to meet in the south parking lot (across from the football field) unless this exit is blocked by the fire.
4. No one is allowed back in the building until the fire dept gives the all clear.

Fire extinguishers and/or hoses are located:

1. Outside doors to east and west coatrooms
2. Stage right by dock door
3. Stage left by shop door
4. Stage left and stage right behind the proscenium
5. House right and house left upper entry stairs
6. House right and house left lower vomitories
7. Both hallways outside of the lift room

In case of tornado:

1. The stage manager will bring up the house lights and fade the stage lights.
2. The house manager will move the audience to the downstairs hallways.
3. Company members are to proceed to the green hallway in an orderly fashion.
4. Everyone is to remain seated in this hallway until the stage manager or faculty members present give the all clear.
ENTRANCE LEVEL

+= First Aid

☐ = Fire Exit

🔥 = Fire Extinguisher