

## ABBOTSFORDARTS CENTRE - Emergency Procedures 1

### IN CASE OF FIRE ALARM BELLS SOUNDING

If under any circumstance the fire bells sound – **EVACUATE THE BUILDING.**  
Treat the situation as if there is a real fire.

#### **REMAIN CALM AND KEEP EVERY ONE ELSE CALM**

If a SMALL fire occurs, use the nearest fire extinguisher to put it out immediately.  
If a LARGE fire occurs DO NOT ATTEMPT TO EXTINGUISH IT.  
Stay calm, avoid the fire, and follow these procedures.

Alert the theatre staff.

A member of the theatre staff will make an announcement over the PA system.

**“Ladies and Gentlemen could I have your attention please. Due to the fire alarm bells ringing, we will have to clear the building in an orderly manner. Please remain calm and follow the instructions of the ushers to clear the building. There is no need to rush.”**

**The ushers** will then work by sections, directing the audience to use the closest exit.

When everyone is out, the ushers will report to the house manager stationed at the box office.

**The ushers** will then go outside to ensure that everyone remains at least 60 feet from the building.

**The stage manager and back stage crew** will assist performers in exiting the stage and leaving the building. The stage manager will make sure dressing room, green room, shop and first aid room are evacuated.

**Once all crew and actors are outside**, the stage manager will report to the house manager at the box office that the back stage area has been evacuated.

**The front of house manager** will make sure that all four washrooms are evacuated.

**The designated meeting place is the east parking lot in front of the theatre main doors.**

**Once the building has been cleared**, staff and clients will go to the meeting place to account for personnel.

**Do not re-enter the building once evacuated.**

**Inform Fire Department / Police of missing person(s).**

The house manager **and stage manager** will wait for the theatre staff at the enunciator panel located in the hall by the box office.

**The theatre staff** will investigate the cause of the alarm during the evacuation and will advise the house manager of the situation at the earliest possible convenience.

IN THE EVENT OF A FALSE ALARM AND THE REASON FOR THE ALARM HAS BEEN DETERMINED, the ushers can then escort the audience back into the building and the performance can resume.

## ABBOTSFORD ARTS CENTRE - Emergency Procedures 2

### IN THE EVENT OF A POWER FAILURE

The emergency lights will come on automatically. The emergency lighting lasts for only about 20 minutes, therefore, a similar evacuation procedure will be followed. A theatre staff member will make the announcement on stage.

### IN THE EVENT OF A BOMB THREAT

Whoever receives the threat will immediately notify a senior member of the theatre staff. The theatre staff member will call 911 and will then sound the fire alarm. The procedure for fire evacuation will then be followed. Once evacuation is complete, the house manager will go outside and with the ushers make sure everyone remains at least 60 feet from the building.

### OCCUPANCY REGULATIONS

**Auditorium:** 701 fixed seats, 37 designated spots for portable seating, plus 3 wheel chair spots

**Orchestra Pit:** 50 seats

**Under no circumstances will occupancy above these stated limits be allowed.**

See Diagram