

# LAYCOCK STREET COMMUNITY THEATRE

## EWIS Emergency Response Plan

Emergency Response Team

Chief Warden/Deputy Chief Warden – Bio Box Technician

Stage Area Warden – Stage Tech or 2<sup>nd</sup> Bio Box Technician (Stage, Dressing Rooms, Orchestra Pit/Tunnel)

FOH Area Warden – FOH Supervisor (Auditorium, Foyer, Kiosk/Bar, Toilets, Don Craig Room, Office)

### ALERT TONE

Beep Beep Beep

All staff 2 way radios turn to Channel 1.

Chief Warden turn on House Lights, put on identifier and proceed to fire panel in foyer.

FOH warden to make initial standby announcement to patrons from Fire Panel.

Stage Area Warden to activate fire curtain.

Area Wardens standby, put on identifier and begin an initial check of areas for indications of fire/smoke.

Chief Warden check panel for location of alarm and send area warden to investigate and report back.

If panel indicates "CONCEALED" or "CEILING SPACE" proceed straight to **evacuation**

Theatre Volunteer Ushers to put on Hi Vis vests and take up positions (B4 Stage Front Centre/N1 In Front of Bio Box).

Volunteer Team Leader to collect Volunteer Sign On book and First Aid Kit from commercial kitchen

If confirmed a fire or emergency situation, evacuate immediate area and report to Chief Warden. Stand by for instruction to begin full evacuation.

If no sign of fire or smoke evident report back to Chief Warden. Stand by for instruction.  
FOH Warden collect SABO Sold Out Status Report and SDS register  
FOH Warden proceed to Auditorium to monitor patrons.  
Volunteer ushers to remain in position.

Chief Warden to determine route of evacuation and advise wardens and volunteer ushers to prepare for evacuation.  
Make announcement to patrons for evacuation.  
Initiate evacuation tone to begin evacuation.  
Call 000 to confirm emergency

If false alarm confirmed, Chief Warden to make announcement to patrons advising of false alarm. Chief Warden to de activate EWIS Alert Tone.

Chief Warden to await NSW Fire and Rescue and advise situation upon arrival.

NSW Fire and Rescue arrive, investigate and reset system, advise Wardens and prepare to continue performance or event

### EVACUATE TONE

Whoop Whoop Whoop

Area Wardens and Volunteer Ushers to begin evacuation through nominated exits.  
Ensure all occupants vacated and proceed to assembly area. Close exit doors when clear.  
Report to Chief Warden when areas cleared.

Chief Warden to monitor evacuation and receive clearance reports from Area Wardens. Complete area checklist as areas confirmed clear

Await arrival of NSW Fire & Rescue

End Of Procedure

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