

UNIVERSITY OF WISCONSIN
UNIVERSITY THEATRE

EMERGENCY PLAN

2004

INFORMING THE MEDIA

In the event of any of the following theatre emergencies or crisis, the Director of University Theatre will speak publicly for the theatre. Remember, it is important that you not speak to the media about events at the theatre unless you have been authorized to do so. If you are contacted by the media regarding University Theatre Company business, please refer them to the Director of University Theatre at 263.3356.

WINTER STORM

In the event of a significant winter storm, the Director of Theatre, Production Manager, and Business Manager will make a decision whether the building will be closed and/or performances canceled.

During and after a winter storm you should call 265.0650 (SM Hotline) to hear a recording about our open or closed status. If you hear the recording that we will be closed, this means we are discouraging you from coming to work. Contact your supervisor for clarification.

Regarding the day's performances: Performance cancellation decisions will be made at least ninety minutes prior to the scheduled curtain time.

If the decision is made to close the theatre and/or cancel a performance please refer to **CALLING CHAIN** at the back of this document.

EXPLOSION

In the event of an explosion please follow the steps below to ensure your safety.

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
5. If an evacuation is ordered, exit the building and meet in Lot 47 (University Square).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (fire, building collapse, etc.)
7. Open doors carefully. Watch for falling objects.

8. Do Not Use Elevators.
9. Do not use matches or lighters or any exposed flame.
10. Avoid using telephones.
11. Do not spread rumors.

FLOODING AND WATER DAMAGE

Serious water damage can occur from many sources: burst pipes, clogged drains, broken windows or construction oversights.

1. Remain calm.
2. Notify physical plant immediately at 263.3333. Tell them the exact location and severity of the leak. Physical Plant will notify the appropriate personnel. If no one answers at physical plant, call campus security at 262-2957.
3. Notify your supervisor of the extent and location of leak.
4. If there are electrical appliances or electrical outlets near the leak, evacuate the area. Notify the Production Manager or Business Manager.
5. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously.

POWER OUTAGE

Report any Utility Failure to Physical Plant/CARS (Central Answering and Response System) by dialing 263.3333. If it is after normal business hours (7:30 AM – 4:30 PM Monday – Friday), they will direct your call to the on-duty Centrex Operator.

Be prepared to provide the following information:

1. Your Name
2. Phone number where you can be reached.
3. Building name
4. Nature of the incident
5. Floor(s) or area affected
6. Room number

Electrical Failure:

- The UW electricians will assess the situation and determine the appropriate course or action.
- In the event of a significant power failure, the building's emergency generator will provide limited electricity to crucial areas of the building, inclusive of emergency lighting.

- Turn off ALL electrical equipment, including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or the facility manager.
- Some building's emergency lighting power source is provided by battery, and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building when the emergency lighting comes on: this is especially important if there is limited or no natural lighting available along your exit path. DO NOT re-enter the building until all power has been restored.
- Be mindful that elevators will not function in a power failure. Use the stairs if you evacuate the building.
- If you are trapped in an elevator, use the elevator's emergency phone to notify the UW police Dispatcher. If there is no emergency phone in the elevator, trigger the elevator's emergency alarm button.

Remain calm. Get flashlight from your area. Provide assistance to visitors and staff in your immediate area.

During a performance: The Stage Manager will

1. Have an announcement made from the stage by a company member to please remain seated.
2. Call the 1. Production Manager 2. Business Manager or 3. Director of Theatre and, together, decide the best course of action.
3. Have another announcement made from the stage advising the audience of what is going to happen. Continue show or evacuate.
4. If evacuation is ordered ushers will move through all public spaces with flashlights escorting patrons to safety. Exit the building and proceed to Lot 47.
5. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
6. If you are in an elevator, stay calm. Use the phone or the emergency button to notify Security.

MEDICAL EMERGENCIES: STAFF, CAST OR PATRONS

1. Do not move a seriously injured person unless they are in a threatening situation. If the victim must be moved, move as a unit, always supporting the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless they are clearly away from hazard.
2. See if there is an employee close at hand trained in first aid and ask for their assistance. (See Appendix F.)
3. Call 911 and be prepared to give the following information:
 - a. Where the emergency is
 - b. What happened

- c. As much information about the Victim(s) as you can provide
- d. How many need help
- e. What is being done
4. DO NOT hang up until instructed to do so by the dispatcher (to avoid giving incomplete information).
5. Stay with victim until help arrives.
6. Restore or maintain breathing and heartbeat.
7. Stop severe bleeding with direct pressure when possible.
8. Keep victim warm.
9. After the person has been taken care of and the incident is over, remain available to help the Investigating Security Supervisor with pertinent information for the medical and/or Workers' Comp. report.
10. **If in the theatre:** Stage Manager will notify House Manager and together make the determination whether or not to stop the show and/or how to handle the situation.
11. SM to notify house manager to be available for ambulance if applicable.
12. Make sure to notify the Production Manager, Business Manager and/or Director of Theatre.
13. Get Emergency Medical Form (if Staff or Cast member) from Shop Supervisor, SM or Production Manager.

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior that you suspect is criminal, immediately notify University Police (Dial 911). Please be prepared to provide as much of the following information as possible:

1. What is the person doing?
2. How many people are involved?
3. Where is it happening?
4. Physical and clothing description of those involved.
5. Are weapons involved?
6. Vehicle description and license plate number, if a vehicle is involved.
7. Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher until police arrive and provide additional information, as it becomes available or as the situation changes.

SUSPICIOUS PACKAGE

If a suspicious package is received notify University Police immediately.

Tips for identifying suspicious packages:

- No return address
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- Return address and postmark are not the same area
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air mail, or special delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing material such as masking tape or string
- Visual distractions
 - ie...Brightly colored, wrapping paper, bows, etc.

FIRE

For Emergency Procedures in the theatre, refer to Appendix D at the end of this document.

Fires that cause monetary loss can possibly be avoided if there are sound fire prevention practices, if all hazards are reported to Security and if we educate ourselves on all aspects of fire prevention.

1. Remain calm.
2. Call 911 or if not near a phone pull the nearest alarm. Then notify others in the building of the fire and its location.
 1. If the fire is small, attempt to put it out yourself with a fire extinguisher: Do not jeopardize your personal safety.
 2. **Never allow the fire to come between you and the exit.**
 3. Disconnect electrical equipment that is on fire if it is safe to do so.
 4. Evacuate the area if you are unable to put out the fire.
 5. Close doors and windows behind you to confine the fire.

6. Move a safe distance away from the building (parking lot 47) and locate the people in your department ASAP.
7. Notify the Production Manager, Business Manager or Director of Theatre.
7. Do not break windows. Oxygen feeds fire.
8. Do not open hot doors. Before opening any door, touch near the top.
8. If the door is hot or if smoke is visible, do not open the door.
9. Do not use elevators.
10. Do not attempt to save possessions at the risk of personal injury.
11. Do not return to the emergency area until instructed to do so.

T O R N A D O

The tornado season in Wisconsin is from April to October. The majority of the tornados occur in the early summer months. However, the most severe tornados occur in April and May. The peak time of day for tornados to occur is between 3:00 p.m. and 7:00 p.m.

Tornado Watch vs. Tornado Warning

A **tornado watch** means weather conditions are favorable for the development of tornados in the area. Information on a watch is given over radio and TV from the Weather Bureau or by emergency governmental agencies of the city and county.

A **tornado warning** means a tornado has actually been sighted in the area. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area. Call the Weather Bureau **only to report a tornado**.

In Case Of a Tornado Warning

When warning sirens sound, seek inside shelter, preferably in a basement or below-ground evacuation location. A steel-framed or reinforced concrete building provides some shelter protection.

In a multi-story building, seek shelter in an interior hallway on a lower floor. Stay away from outside walls and glass windows or partitions.

While in the shelter, keep listening to your radio for the latest tornado advisory information and remain there until the "All Clear" signal has been given over radio or TV. There are areas of campus where the sirens are difficult to hear, if you work in one of these areas we suggest you purchase a weather radio.

1. Stay away from exterior walls and glass.

2. Proceed to the 1st floor. If you are unable to get to a lower level crouch down along interior walls and cover your head.
3. T & D staff, artists and class participants should proceed to the 1st floor.
4. Patrons in the theatre will be advised to remain in their seats.
5. Do not leave secure areas until instructed to do so.
6. Use the telephone for emergency purposes only. Unplug all computers.
7. After the tornado strikes or the threat is over:
 - a. First Aid will be administered as necessary.
 - b. Campus Security will direct emergency response personnel to those needing assistance.
 - c. Security will initiate emergency calls to begin recovery procedures.
8. Stay off elevators.
9. When assisting the public: Ask people to move. Warn them of danger. If they refuse to move, leave them. Be polite but firm.

CHEMICAL SPILLS AND CHEMICAL FIRE

If a chemical spill occurs:

1. Immediately flush the affected area with clear water should toxic chemicals come in contact with your skin.
2. Notify the safety department at 262.8769.
3. Notify the Production Manager, Business Manager or Director of Theatre.
4. If there is any possible danger, evacuate your area.

If a chemical fire occurs:

1. Remain calm.
2. Call 911.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. **Never allow the fire to come between you and an exit.**
5. Notify the Production Manager, Business Manager or Director of Theatre.
6. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to parking Lot 47.
7. Do not break windows. Oxygen feeds fire.
5. Do not attempt to save possessions at risk of personal injury.
6. Do not return to the emergency area until instructed to do so.

APPENDIX A:

SM PAGE ANNOUNCEMENTS

This announcement to be recorded for playback.

In the event of technical difficulty:

“Ladies and Gentlemen, May I have your attention please. At this time we are experiencing technical difficulties and must stop the show. Please remain seated and listen for further announcements. We hope to be running again shortly. Thank you.”

This announcement to be recorded for playback.

In the event of building evacuation due to fire alarm:

“Ladies and Gentlemen, May I have your attention please. At this time we must evacuate the building as the emergency alarm has been sounded. Please remain calm and follow these instructions.

- Please exit thru the door at the rear of the theatre and proceed to the parking lot.

There is staff members stationed at each exit if you need assistance in exiting. Please move away from the building after you exit and remain together for further announcements. Thank you.”

SM PAGE ANNOUNCEMENTS

In the event of severe weather conditions:

(in case sirens go off but severe weather is not in vicinity)

“Ladies and Gentlemen, may I have your attention please? A Severe Weather Warning is now in effect for the Madison area. There is no immediate danger to this building, so please remain in your seats. Thank you for your cooperation. We will bring you weather updates as they become available to us.”

SM/HM PAGE ANNOUNCEMENT:

In the event of severe weather conditions (imminent)

“Ladies and Gentlemen. May I have your attention please. At this time we must evacuate the theatre as the emergency weather siren has been sounded. Please remain calm and make your way to the front of the stage. There ushers and crew will guide you to the first floor of the building. Thank you.”

SM/HM PAGE ANNOUNCEMENT:

In the event of evacuation during house open or intermission:

“Ladies and Gentlemen. May I have your attention please. At this time we must evacuate the building as the emergency alarm has been sounded. Please remain calm and make your way to the nearest exit and move away from the building. There are ushers posted at the exits to guide you out of the building. Thank you.”

APPENDIX B:

Closing Procedure Calling Chain

Whenever the City of Madison has officially closed all streets, performances will be canceled and the Theatre’s offices will be closed. Performances may be canceled under extreme conditions at other times. The Closing Procedure Team (Director of Theatre, Business Manager and Production Manager) will make the decision regarding the cancellation of a performance at least ninety (90) minutes prior to the scheduled curtain time. Upon a decision to cancel a performance and/or the closing of the Theatre’s offices, the following contacts and notifications will be made:

Business Manager will contact	Director of Theatre Production Manager Box Office Manager The Media
Box Office Manager will contact	Box office personnel House Manager
House Manager will contact	Ushers

Production Manager will contact	Stage Managers UT Technical Director Costume Studio Supervisor Scene Studio Supervisor Electrics Studio Supervisor
Stage Manager will contact	Director (if applicable) ASM Cast Musical Director will then record HOTLINE with pertinent information
ASM will contact	PAs (if applicable) Crew (deck, wardrobe, followspots) Light Board Op Sound Board Op
Musical Director will contact	Musicians (as applicable)
Technical Director will contact	Student Technical Director TAs
Scene Studio Supervisor will contact	Scene Shop Staff Scenic Artists Prop Master
Costume Studio Supervisor will contact	Costume Shop Staff TAs
Electrics Studio Supervisor will contact	Electrics crew
Props Master will contact	Prop Shop Staff

If you are unable to reach a person on your list, then YOU need to contact the people on their list. For example, if the Stage Manager cannot reach the ASM, the SM would call the Production Assistants and crew.

APPENDIX C:

GENERAL INFORMATION:

ALL ALARMS MUST BE TREATED AS FIRE WITH NO EXCEPTIONS.

1. When an alarm sounds, absolutely EVERYONE must leave the building immediately using the nearest stairwell. DO NOT USE ELEVATORS.
2. Close all doors.
3. Only those designated to assist in evacuation should remain inside their area until everyone in that area is out.
4. If you spot a fire, pull the nearest alarm and use a fire extinguisher to control fire if this can be done without personal injury.

APPENDIX D: EVACUATION PROCEDURES DURING SHOW

Lightboard Operator:

- Bring House Lights to full.
- Once the stage is cleared and work lights are on power down the lightboard.
- Report to House Left Rear House Door and begin directing patrons thru the Lobby and out to parking lot 47.
- Once evacuation is complete, report to parking lot 47.

Stage Manager:

- Tell Sound Board Op to play All Call Announcement (See Appendix A.)
- Report to the House Manager for consult and assist with directing patrons out of the building
- Once evacuation is complete, report to parking lot 47.

Soundboard Operator:

- Play the All Call announcement
- Report to the House Right Rear House Door and begin directing patrons thru the lobby and out to parking lot 47.
- Once evacuation is complete, report to parking lot 47.

Main Floor Ushers:

- Two ushers position by house right doors.
- Two ushers position by house left doors.
- Direct patrons out to parking lot 47.
- Assist disabled patrons from the building.

Assistant Stage Manager (SR):

- Turn on work lights.
- Close doors to stage (garage door & SR door to stairwell).
- Make sure actors and crew have cleared the stage and are exiting the building to lot 47.
- Once evacuation is complete, report to parking lot 47.

Assistant Stage Manager (SL):

- Open door SL and direct actors and crew outside to parking lot 47
- Once evacuation is complete, report to parking lot 47.

Actors onstage:

- If safe, exit through SL stage door and outside to parking lot 47.

Actors downstairs:

- If safe, exit the Stage Left Stage Door.
- Report to parking lot 47.

Wardrobe Supervisor:

- Make sure Dressing Rooms and Wardrobe area are empty.
- Leave via the closest exit.
- Report to parking lot 47.

Musicians:

- Exit the pit and cross to your right.
- Exit up the stairs to Backstage Left and exit thru the Stage Door.
- Report to parking lot 47.

House Manager:

- Grab house count, find SM and direct evacuation procedures.
- Assist with disabled patrons.
- Make sure both the House and Lobby are cleared of patrons and staff.
- Once evacuation is complete, report to parking lot 47.

APPENDIX E: HOUSE OPEN OR INTERMISSION

Please be aware that many people may be going in all different directions in an evacuation. Be aware of this, and if a group is not reunited in the first few minutes suggest that they may be waiting outside already.

The House Manager will make an announcement (See Appendix A)

ALL exit routes are the same as preceding list. The main difference is that the number of patrons in the house will be less than if an evacuation is called during the performance.

APPENDIX F: STAFF TRAINED IN CPR/FIRST AID

SIXTH FLOOR:

Tony Simotes 3-3357

SECOND FLOOR:

Chuck Mitchell 3-3330

FIRST FLOOR:

Jim Greco 3-3331
Ethan Aberg 5-3662
David Stewart 3-6559

EMERGENCY CONTACTS FOR UNIVERSITY THEATRE:

- | | |
|--|---------------------------|
| 1. Physical Plant (Utility Failures): | 263.3333 |
| 2. Campus Police (Security issues): | 911 or 262.2957 |
| 3. David S. Stewart (UT Production Manager): | 263.6559 or 556.3203 (c) |
| 4. Barry Robinson (UT Business Manager): | 262-6551 or 235.5755 (c) |
| 5. Glo Theisen (UT Box Office Manager): | 262.1582 or 212-7249 (c) |
| 6. Chuck Mitchell (UT Scene Shop): | 263.3330 or 255.1435 (h) |
| 7. Ethan Aberg (UT Elex/sound): | 265.3662 or 843.0142 (c) |
| 8. Jim Greco (UT Costumes): | 263.3331 or 235.1886 (c) |
| 9. Dennis Dorn (UT Tech Dir): | 263.3359 or -772-1006 (c) |
| 10. Norma Saldivar (Director of UT): | 263.3356 or 334.6840 (c) |

Please contact Production Manager or Business Manager for large scale issues prior to contacting other UT staff members. For department related issues, please contact the appropriate staff member. Also, please **DO** **NOT** distribute secondary phone numbers.

Where are we?

University Ave

Lake St.

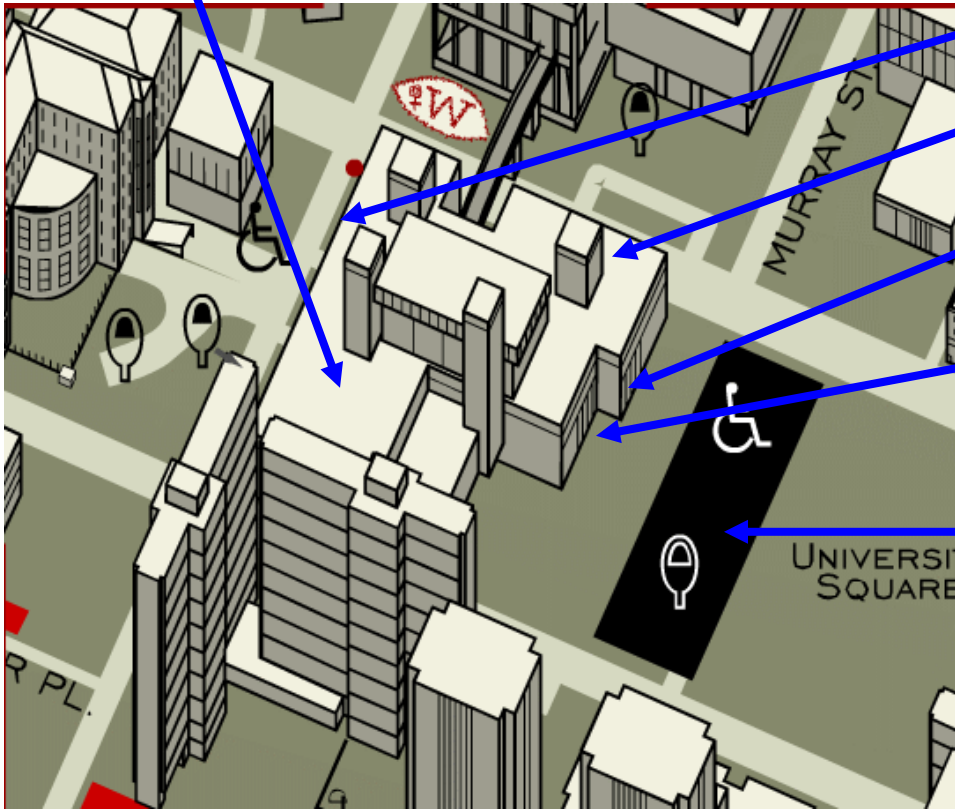
Lot 47

Johnson St.



Vilas Hall/Mitchell Theatre

Vilas Hall



Park St.
entrance

University
Ave entrance

Mitchell
Lobby

Box office

Parking lot 47