



PUMPHOUSE THEATRE
POLICIES AND PROCEDURES

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GENERAL POLICIES AND PROCEDURES

General

1. No smoking in the theatre or building at any time, even if required as a scripted action as per City of Calgary Bylaw. This includes, but is not limited to vaporizer pens, herbal cigarettes, tobacco-based cigarettes, cigars, marijuana and all related paraphernalia. Please contact us for information on alternatives for scripted actions.
2. All activities that happen within Pumphouse Park as well as the general exterior of the theatre must adhere to the City of Calgary parks and recreations rules and regulations as well as the City of Calgary bylaws
3. Pumphouse Theatre Society has a zero-tolerance policy for the bullying or harassment of anyone on the premises. This includes, but is not limited to: Pumphouse Theatre Staff, Client Staff, Volunteers and Patrons. Including but not limited to any activities that occur during set up, take down, classes and performances.
4. There will be zero tolerance for working while intoxicated and for the consumption of alcohol and/or recreational drugs while working. Intoxication can include, but is not limited to alcohol, marijuana, prescription drugs and illegal drugs. This applies, but is not limited to: Pumphouse Theatre Staff as well as Client Staff, Volunteers. If anyone is found to be in violation of this policy, they will be required to stop work and cannot resume staff deems them fit to continue work. This includes all hours of occupation and activities during the rental including the periods of set up and take down in the theatres as well as during performance.
5. If any policy contained within this Policies and Procedures document is found to be prohibited by the laws and regulations of the City of Calgary, Province of Alberta or Federal Law, those laws will take precedence.
6. Food and drink are permitted in audience areas by patrons, with the exception of glass containers, at the discretion of the client. No glass containers will be permitted at any time in the theatre for patron consumption. The client's Front of House Staff will be responsible for enforcement of the policy. Any damages or stains will be charged to the client.
7. No food or drink is permitted on deck, backstage or in the booth unless it is a scripted action in the production and has been approved by the venue. The client's Stage Management will be responsible for enforcement.
8. Clients must notify the PTS staff in advance if trucks or cars will be left unattended by the building. No truck or car may be left unattended by the building while a show is in progress to ensure proper egress from the building in the event of an emergency.
9. The PTS has a 5 cubic meter waste container. Each client is entitled to a maximum usage of 1/2 of container (set, etc.). If a client requires more space, there will be a charge for an extra pick-up. The PTS encourages the recycling of materials.
10. The equipment provided by the theatre is listed in the Technical Specifications for the theatre. Please note that equipment may be out of service from time to time.
11. All PTS equipment is signed out to the client in good working order. It is the responsibility of the client to note any undetected damage/problems. You have the option of refusing any equipment at the time of issue. Damage to the equipment, incurred during the rental period, shall be charged to the client at repair and/or replacement costs plus 10% administrative charge or \$50.00, whichever is greater.
12. Damage to PTS soft goods will be billed to clients as a replacement charge not a repair charge.
13. Clients will be charged for all stage light replacement lamps or incidental damages to the equipment.

Front of House

1. Clients must provide their own box-office, ticket-taker and usher volunteers. For the Victor Mitchell Theatre, a minimum of 4 ushers and 1 box office volunteer are required. For the Shed Configuration of the Victor Mitchell Theatre, a minimum 2 ushers and 1 box office volunteer are required. For the Joyce Doolittle Theatre, a minimum of 1 ushers and 1 box office volunteer are required. These requirements may vary depending on show conditions and audience size.
2. The client's front of house crew is responsible for cleaning up the aisles and a seating area in theatre.
3. **One member of the client's front of house crew is required to remain in the lobby for the duration of the performance.** This person is the facilities main point of contact in the event of an emergency while performances are in progress. This makes them an essential position.

Theatres

1. The Pumphouse Theatre Management or their designate shall approve all rigging prior to load-in. Actual rigging **must be supervised** by Pumphouse staff and **installed by the client.**
 - a. Rigging is classified as ANY item which is attached to the grid or truss system that is NOT a venue provided lighting instrument with a pre-attached and rated clamp. Please note that any set piece, prop, practical lighting, effect, etc. That attaches to the grid or the trussing system is considered to be rigging as well and is therefore subject to the same conditions of installation and use.
2. If there is to be any open flame on stage, all materials used - including but not limited to set, costumes, props, etc. - Must be fireproofed as per Calgary Fire Prevention Bureau recommendations, and available for inspection and testing prior to any audience viewing the performance.
3. Any painting that happens in the theatre must be controlled and kept off all existing surfaces. Any paint damage will also have a charge associated that will be determined by the Pumphouse Theatre Management per instance. This includes painting outdoors.
4. We may require all microphones, headsets and belt packs to be collected by the stage manager at the end of the day and locked in the control booth. Cables must be coiled and stored neatly nightly.
5. The stage lights are not to be used as work lights for any amount of time.
6. It is the client's responsibility to report anything wrong with any theatrical light. It is the client's responsibility to first check to make sure an instrument is patched and cabled appropriately in the event that a stage light will not turn on. **Any maintenance, diagnostics or lamp changing that is required must be done by a Pumphouse staff member, after the client has verified it has been plugged in appropriately.**
7. Cable runs must be neatly and securely tied. The connections will not be load supporting i.e. No connections hanging in the air. Cables crossing floor traffic areas must be covered and have staff approval.
8. The stage and backstage areas are **the responsibility of the client** to keep clean. The workshop must be clear of **all client items** at the end of **every night.**
9. House light levels during the pre/post show and intervals shall be of sufficient levels to allow members of the public to safely move about in the theatre.

Schedule "D"

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General Policies and Procedures

10. All groups using the VMT must keep a 5' (five foot) clearance between the north wall and the most upstage scenic element unless preauthorized by Pumphouse Theatre Management.
11. All groups using the JDT must keep an unobstructed view from the alarm panel in the telephone room to the exit doors. The path from the south emergency doors to the telephone room must remain unobstructed and well lit.
12. All **aisles must be a minimum of 36" wide** with no obstructions of any kind. Cross Aisles in the JDT must be a minimum of 48". Cross Aisles in the VMT must be a minimum of 65". All Entrance doors must have a minimum clearance of 72". Depending on room and room configuration a larger aisle way may be required. Please contact us for more information.
13. There will be no storage of any type in any stairwell or the telephone room for any duration of time.
14. In the Victor Mitchell Theatre, the set up and dismantling of the scaffolding is the responsibility of Pumphouse Theatre staff **with the client's assistance**.
15. In both theatres, the set up of audience seating is the responsibility of the client.
16. Only cloth spike tape and cloth gaff tape are to be used on the floors of the theatres. No vinyl gaff or duct tape may be used on the floor. A re-painting or repair charge will be assessed if any floor damage occurs.
17. Damaged lamps are charged back to the client upon replacement. A lighting fixture handling tutorial will be provided to the client upon load in to assist in avoiding this scenario.
18. No motorized vehicles or conveyance devices other than wheelchairs will be permitted for use within the theatre, regardless of size.

Control Booths

1. **No food, drink or smoking in the booths.** It is the responsibility of the stage manager to enforce this policy. Repeated violations of this policy may incur charges.
2. Equipment in control booth or control equipment outside of the booth are not to be moved by the client.
3. Please be advised that the Pumphouse may use equipment during **non-production times**. Comprehensive cue sheets for lights and sound are recommended. Flash drives are provided for backup and should be updated at regular intervals.

Greenroom and Dressing Rooms

1. All areas are cleaned prior to the move-in date. The client is responsible for keeping these areas clean and habitable during the rental period. If any discrepancy in cleanliness is found within these areas after walk through occurs, please alert the staff person on shift so it can both be cleaned and billed appropriately.
2. All food and/or beverages must be stored in the fridge provided in the Greenroom. This includes food/beverages in sealed packages.
3. The client is to ensure that these spaces are clear and clean prior to leaving (clean sinks, counters, mirrors etc.). For strikes, all show and personal effects are to be removed and all garbage to be disposed of in the dumpster provided.
4. All lost and found items will be held for a period of one week after move-out date. All goods not claimed will be turned over to charity.

Schedule "D"

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5. **No one shall punch, staple, tape, or screw anything to any building surface without prior approval.** Repair costs will be invoiced (at Cost + 10% administration or \$100.00, whichever is greater) to any client not adhering to this policy. Please use picture rails and bulletin boards for any displays. All items must be mounted securely to the hooks provided. Hooks will not be moved or removed under any circumstances.
6. It is the responsibility of the stage manager to ensure all theatrical lights are shut off and personal items (such as curling irons, coffee pots, etc.) are unplugged at the end of each day.

Shop

1. The shop is a useable area for clients during load-in. This space **MUST** be cleaned at the end of each workday. After set-up (i.e.: final dress), the client is to clear and clean the shop and all materials not used (sweep the floor, workbenches, pick up scraps, etc.).
2. All client items unless otherwise approved by the Pumphouse Theatre Management **must be removed** from the shop by the end of the first performance.
3. Shop floor has been colour coded with paint for client ease in identifying which areas can never be blocked regardless of whether or not a show is in progress. Please read the signage in the shop in order to properly identify the areas and the rules relevant to each.
4. Any items found blocking a fire door or either door in the workshop marked **do not block** will be removed immediately, regardless of whether or not a show is in progress. Please familiarize yourself with these areas.
5. The shop is not to be used as a storage area, stage crossover or dressing room without prior consent of the Pumphouse Theatre. Rental charges for extra use will be assessed.
6. PTS does not supply **any** tools. The operators of any power tools **MUST** do so within manufacturer's specifications and as per the PTS Safety Rules for Power Tools, and as outlined in the Safety Policy.
7. Any materials **not** brought in by the client, including workshop lumber, are **not** for client use.
8. Paint sink provided in the shop is not to be used for the disposal of mop water or any other grey water with the exception of washing out paint brushes and other like items. All other grey water is required to be disposed down a green room toilet. This includes, but is not limited to washing dishes, cutlery or Tupperware, show props or personal items.

Classroom

1. Rental of the Joyce Doolittle Theatre does not guarantee usage of the classroom. Usage of this space as a storage area, stage crossover or dressing room requires prior consent from the Pumphouse. Rental charges for extra use may be assessed.

SPECIAL EFFECTS & PYROTECHNICS

1. The Pumphouse Theatres must be notified in writing four (4) weeks in advance of any intent to perform any pyrotechnical or special effects to be done in the Pumphouse Theatres for consideration of approval.
2. The Pumphouse Theatres RESERVES THE RIGHT to make changes to the effects and has the final say in the viability of a pyrotechnical or special effect and can cancel any pyrotechnics if deemed unsafe or different from the effect approved by the Fire Marshall.
3. Special effects are categorized as but not limited to: smoke, i.e.: fog machine, dry ice, or chemical; strobe lights; flames (open or closed, including candles); gun shots; and smoking
4. Pyrotechnics are categorized as any combustible material that produces smoke, fire, visual effect, or audio effect.
5. All pyrotechnical displays in the province of Alberta must be done by, or under the supervision of, a licensed shooter. The shooter's license must be posted at all times in the PTS office during that production.
6. The licensed shooter is the only person for the run of the performance who is the designated "pyro person". Them, and only them, will: check the system, mix or make the pyro effect, load the pyro effect, test the system, detonate the effect, clean and maintain the system.
7. All set, prop, and costume pieces in the blast area and vicinity should be removed or treated with an approved fire retardant.
8. Proper safety and fire precautions must be taken:
 - A. Two fire extinguishers backstage, one by the shooter, and one close by backstage
 - B. All people on the deck or near the effect must know what the effect is capable of doing
 - C. A crew member must stand ready during the effect with a fire extinguisher
9. The shooter MUST have direct line of sight to all blast areas, and has the final say in a go/no go situation.
10. All pyrotechnical materials (e.g., flash paper, squibs, powders, etc.) must be stored in a locked metal cabinet.
11. All detonation, and blasting control boxes must have UL or CSA listed approval. The detonation switch has to be a keyed momentary on switch.
12. Fire Marshall approval is arranged through the PTS Operations Manager and is required for any and all pyro or fire effects.
13. All guns used in the theatres must be modified to accept blank rounds only. A PAL (Possession and Acquisition License) must be in the possession of the person responsible for the weapons. All weapons and ammunition **MUST** be locked up when not in use. Only the person responsible for the firearms shall handle and load the weapons. Only the actors involved may handle the weapons, and only for the scenes required. Permission from City of Calgary Police is also required.

The Pumphouse Theatre reserves the right to deny any application or to shut down any effect onsite that is deemed unsafe or where proper permits cannot be produced. Any and all Fog, Haze or Smoke, used in the venue must be approved by the Pumphouse Theatre Management prior to use. If the use of any effect by the client causes a dispatched false alarm or causes any damage, they will be charged back any and all costs related.

If you have any questions or need clarification on any of these items, please contact the Operations Manager at operations@pumphousetheatre.ca

SAFETY RULES and SAFE WORKING PRACTICES

Worker Definition

A Worker is any person who, through employment by PTS or another company, or when volunteering for PTS or another company, performs any type of work within the jurisdiction of the Pumphouse Theatres.

Worker Responsibilities

1. Every worker shall take reasonable care to protect his or her safety and health and the safety and health of other persons who may be affected by his or her acts or omissions at work.
2. All workers working with equipment and materials that may be injurious to them in any way shall wear, and use in the manner for which they are designed, protective clothing or equipment required for the safe performance of their work.

Stage, Scenery/Paint Shop

1. CSA approved steel-toed safety shoes shall be worn when deemed necessary by Pumphouse Theatre Management or their representative. Closed toed durable shoes are always required during set-up and strike. Athletic sandals, croc or other like type shoes with toe coverings but other open portions of the footwear are also not permitted.
2. CSA approved facemasks or goggles shall be worn while working with any tools that may present a risk of injury or irritation to the eyes. These include, but are not limited to, table saws, radial arm saws, skill saws, sanders, grinders, reciprocating saws and any other tools that Pumphouse Theatre Management or their representative may so designate at their discretion.
3. Paint sink should be used for the intended purpose only and must be left in a clean condition. All paint and paint supplies must be removed at the end of each run. A cleaning fee will be applied if this is disregarded. No other grey water, including mop water may be disposed of down this sink. Use a green room, toilet for all other grey water. This includes, but is not limited to washing dishes, cutlery or Tupperware, show props or personal items alike.
4. Proper hearing protection shall be worn at all times when major power tools are operating.
5. Whenever there is a risk due to overhead work, hard hats shall be worn by any worker who is so ordered by the Pumphouse Theatre Management or their representative at their sole discretion.
6. The building is a non-smoking area.
7. 'Cut-offs' and other debris should be cleared on an on-going basis. The shop shall be cleared completely and thoroughly at the end of each day.
8. When power tools are operated, there should be another person in the shop.
9. All lifts shall be made with a straight back and knees bent. Only those weights that can be moved comfortably shall be lifted. All heavy or awkward loads encountered must have assistance.
10. The Pumphouse reserves the right to make staging and other necessary changes in the production if there is any situation which is deemed to be hazardous by the Pumphouse Management.

Schedule "D"

Pumphouse Theatre
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Safety Rules & Safe Working Practices

11. All equipment will be operated in accordance with the instructions in their manuals or according to the instructions of the Pumphouse Staff. Any equipment problems must be reported immediately to the Pumphouse.
12. Anyone working at or over 2 meters in height on a ladder must have their ladder footed by another person. Anyone working higher than 3 meters on a ladder must be wearing a harness. Distance is determined by potential fall distance, not by height reached via a ladder. Short duration and light duty tasks are not exempt.
13. Anyone using the scaffolding must have a person attending at the base of the scaffolding at all times (ground crew). Any movement of the scaffold must be done by the person on the floor. Any materials lifted up to the top via the rope and pulley must be done by the person on the floor. The person on the scaffolding must ensure that the materials being lifted do not hit the scaffolding or anything else with enough force to injure or damage.
14. During set up and strike, any open stage traps must be barricaded, marked, or manned.
15. If any danger from above exists, any persons footing ladders or attending to the scaffold shall wear hard hats. This includes, but is not limited to, loose tools, loose items, and items that may swing or move unexpectedly.
16. All flying hardware shall be inspected per change over or application, and dangerous components replaced.
17. If workers or staff notices that equipment is damaged, including but not limited to, the following: cracked lenses, damaged insulation in cables and pigtails, stage lighting fixtures that make are buzzing or crackling noises, spread or cracked Clamps and yokes, kinked or frayed safety chains, loose fasteners, or malfunctioning equipment of any kind, work with said equipment must cease immediately. Power must be cut by a PTS staff member if applicable. If repairs cannot be satisfactory accomplished on the spot by a staff member, the equipment should be tagged and removed from active inventory, and the Event Supervisor notified. No one but a Pumphouse Staff member will do any repairs of any equipment, including but not limited to changing of lamps and repair of electrical.
18. All stage lighting fixtures shall be safety cabled to the lighting grid with an approved safety cable. All attendant devices (i.e. barn-doors, top hats, etc.) shall be safety cabled to the fixture.
19. All electrical cables shall be neatly dressed and tied off to the lighting grid. Excess cable shall be neatly coiled and tied to the lighting grid. Electrical connectors shall not bear loads nor hang unsupported.
20. When theatres are not in use for performance, there must always be a minimum amount of light in the two theatres as provided by the ghost lights.
21. Fire doors and fire exits shall be unobstructed at all times.
22. Whenever potential hazards exist (i.e.: workers, overhead, open pit, etc.) other workers will verbally warn, and/or a sign or barricade will be posted, and/or a person will be designated as a look out.

All accidents, even the most minor should be noted in the accident report book, and reported to the Pumphouse Theatre Management or their representative.

FIRE AND EVACUATION PLAN

General Information

- 1. If there is a fire alarm; theatres & building MUST be EVACUATED.**
2. If anyone on staff or with the Client spots a fire, or believes there is a fire; they MUST without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to the fire are evacuated outside.
3. Fire Warden and Deputy Fire Wardens will meet at the front doors (control point) once the building has been completely and successfully emptied.
4. The PTS Technician on staff is the Fire Warden for the building.
5. The Stage Manager and all Assistant Stage Managers are Deputy Fire Wardens for their respective theatres.
6. The Front of House people and the bar/concession staff are the Deputy Fire Wardens of the lobby, bar and public washroom areas.
7. Fire Warden and Deputy Fire Wardens are assigned evacuation areas for which they are responsible.
8. All Deputy Fire Wardens are to report to the Fire Warden upon completion of their assigned tasks
9. The rendezvous point for the companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
10. After the evacuation, members of both companies are to assist with crowd control.
11. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

EVACUATION PAGE TO THE THEATRE

Attention Patrons

An alarm has sounded. Please evacuate the theatre through the nearest exit doors in a quiet, calm and orderly fashion.

Please assemble in the Pumphouse Avenue cul-de-sac, in front of the building, where we will make further announcements.

If you require assistance, please remain seated and the Front of House staff will assist you.

VICTOR MITCHELL THEATRE / SHED THEATRE CONFIGURATION

1. **If there is an alarm, the theatre MUST be EVACUATED.**
2. The Stage Manager is the Deputy Fire Warden for the Victor Mitchell Theatre.
3. The Assistant Stage Manager(s) are the Deputy Fire Wardens for the backstage areas, including the greenroom, dressing rooms, shop, LX hallway, and backstage.
4. If anyone on staff or with the user groups spots a fire, or believes there is a fire, they MUST without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to the fire are evacuated outside.
5. The Stage Manager of the production, upon hearing the alarm (or being told of the alarm) MUST STOP the production, raise all house and work lights, stop all sound effects/music and make an announcement to the theatre, informing the theatre that all members of the house and the company should proceed in an orderly manner to the nearest exit.
6. The Stage Manager should ensure that all booth personnel proceed to the nearest exit (bottom of SW stairwell) and assist in the evacuation.
7. The Stage Manager is to ensure that the galleries and theatre are clear before exiting.
8. The deck ASM(s) should ensure that all actors and crew exit via the nearest exit, and ensure that the stage and backstage areas are clear, before exiting.
9. The rendezvous point for the VMT/SHED companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
10. After the evacuation, members of both companies are to assist with crowd control.
11. Report to the control point (front doors) once evacuation of your areas complete.
12. Use common sense in handling situations.
13. Evacuation of persons requiring assistance:
 - Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practice methods in assisting them.
 - Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.
14. If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
15. Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.
16. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

JOYCE DOOLITTLE THEATRE

- **If there is an alarm, the theatre MUST be EVACUATED.**
- If anyone on staff or with the user groups spots a fire, or believes there is a fire, they MUST without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to fire are evacuated outside.
- The Stage Manager of the production, upon hearing the alarm (or being told of the alarm) MUST STOP the production, raise all house and work lights, stop all sound effects/music, and make an announcement to the theatre, informing the theatre that all members of the house and the company should proceed in an orderly method to the nearest exit.
- The Stage Manager should ensure that all booth personnel leave, and help the Front of House in evacuating the house via the south and east exit doors.
- The Stage Manager should ensure that all actors exit via the nearest exit, and ensure that the stage, backstage areas are clear, before exiting.
- The rendezvous point for the JDT companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
- Report to the control point (front doors) once evacuation of your areas complete.
- After the evacuation, members of both companies are to assist with crowd control.
- Use common sense in handling situations.
- If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
- Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.

Evacuation of persons requiring assistance:

- Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practice methods in assisting them.
- Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.
- Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de- sac.

No person may re-enter the building until the Fire Department approves.

Box Office and Usher Duties and Responsibilities

Box Office/Front of House Manager

The box office person will also act as the FOH manager and is responsible for supervising and training the ushers.

Responsibilities:

- Familiarize volunteer usher with the space (location of bathrooms, reserved usher seat, etc. and evacuation procedures.
- Ensure that the usher has everything they need: including, flashlight, programs. (Flashlights are client responsibility to provide)
- Ensure that there are reserved usher seats.
- Remain in the lobby for the duration of the performance and monitor the door against improper entry by latecomers etc.
- Assist usher with any patron who has to leave the theatre and, together with PH staff check their safety and well-being. PH staff will take the lead and call 911 as necessary.
- Assist Pumphouse staff with evacuation procedures if and when necessary.

Usher

- Stand by the theatre door until the house is open.
- Check tickets to ensure that they are the correct date and time and theatre- often when there are two shows running concurrently, we will have patrons for the Victor Mitchell shows line up for the Joyce in error.
- Tear tickets; retain stubs, and direct patrons inside.
- Distribute programs.
- Answer questions about running time and intermission, every once in a while, remind the line to turn off their cell phones.
- Close theatre doors when the performance begins and at the end of intermission.
- Prevent patrons from sitting or standing on stairs or in the aisles.
- Observe the audience to determine whether there are any problems once the show has begun. (e.g. cameras or recorders being used, patrons causing disturbance, patrons taking ill etc.)
- Open theatre doors at intermission and end of show.
- Once the theatre is clear, do a quick scan and remove any programs or drinks.

Fire and Evacuation Plan Please read full plan. Highlights include:

The box officer volunteer, together with any bar staff are the deputy Fire Wardens of the lobby, bar and public washroom areas. You will assist audience members to exit and ensure that the washrooms are clear and close all doors as you leave. Control point is at the front door. Upon hearing the alarm, proceed to the nearest exit (this will be identified at the beginning of the volunteer shift) and assemble on the far side of the Pumphouse Ave. cul-de-sac.

LOBBIES

- Bar/concession staff are Deputy Fire Wardens of the lobby areas including public washrooms, along with the Front of House staff from each theatre group.
- Upon hearing an alarm, the Pumphouse Theatres bar/concession staff are to lock up monies, and assist the Front of House people assisting audience members to exit, and are to ensure that the washrooms are clear, before exiting.
- Direct evacuations of your assigned area the nearest exit.
- Search all lobby areas, washrooms etc. to ensure all occupants have left the area. Be sure to close (but not lock) all doors as you leave.
- Report to the control point (front door) once evacuation of your area is complete.
- Use common sense in handling situations.
- Do not attempt to fight a fire unless it is very small. At no time are you to endanger yourself.
- If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
- Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.
- Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul- de-sac.

Evacuation of persons requiring assistance:

- Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practice methods in assisting them.
- Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.

No person may re-enter the building until the Fire Department approves.

EVACUATION PAGE TO THE THEATRE

Attention Patrons

An alarm has sounded. Please evacuate the theatre through the nearest exit doors in a quiet, calm and orderly fashion.

Please assemble in the Pumphouse Avenue cul-de-sac, in front of the building, where we will make further announcements.

If you require assistance, please remain seated and the Front of House staff will assist you.