

LOH VOLUNTEER THEATER EMERGENCY PROCEDURE

EMERGENCY EVACUATION

All volunteers are asked to assist in the event of an emergency evacuation. We ask that all active volunteers become familiar with LOH emergency evacuation procedures.

In the case of an emergency evacuation:

- Volunteers should proceed to the emergency exit closest to them.
- Volunteers should hold emergency exit doors open while directing patrons to the appropriate evacuation locations.
- Volunteers should help patrons remain calm and encourage people to walk when exiting the building.
- Please leave all personal belongings behind, you are the most important thing to get out of the building.
- Please help to hold open emergency exit doors for people who need assistance in exiting the building (i.e. young children, etc).

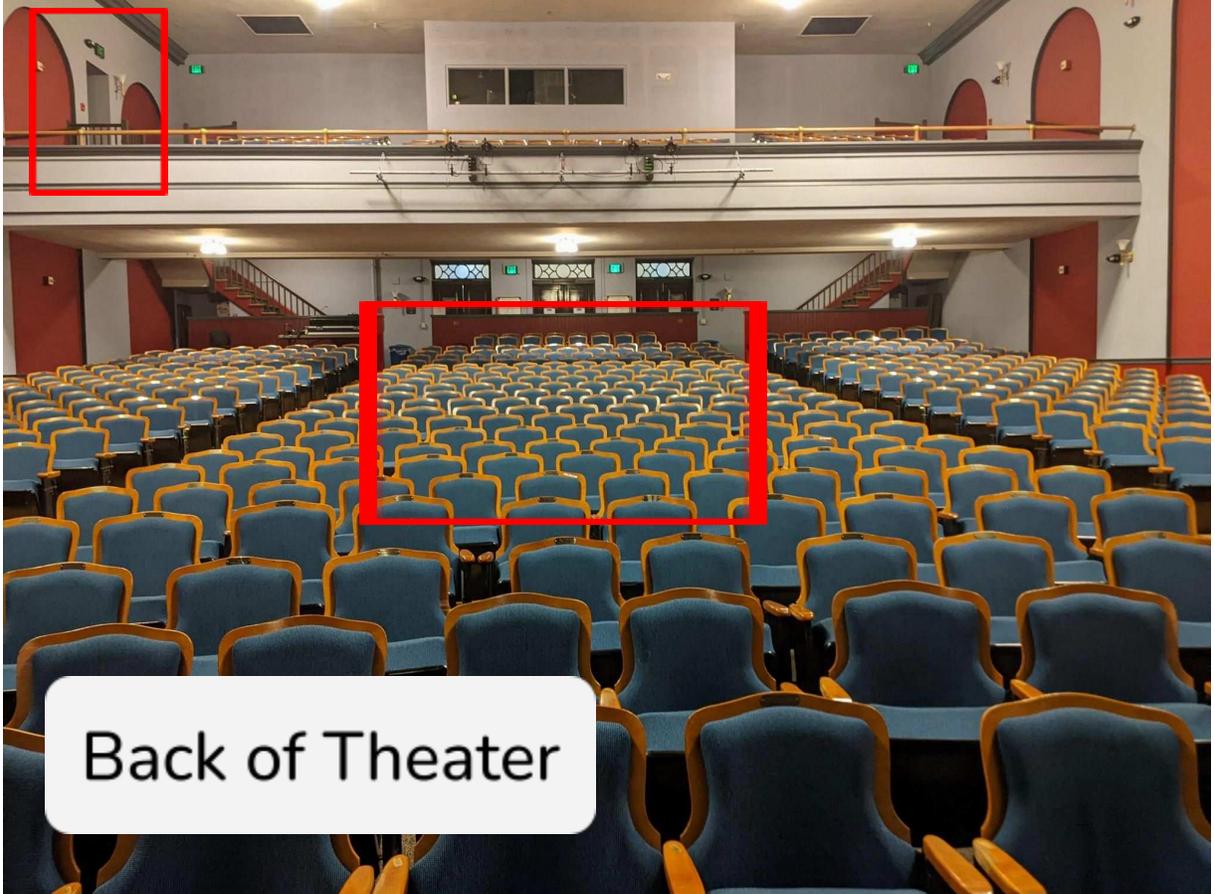
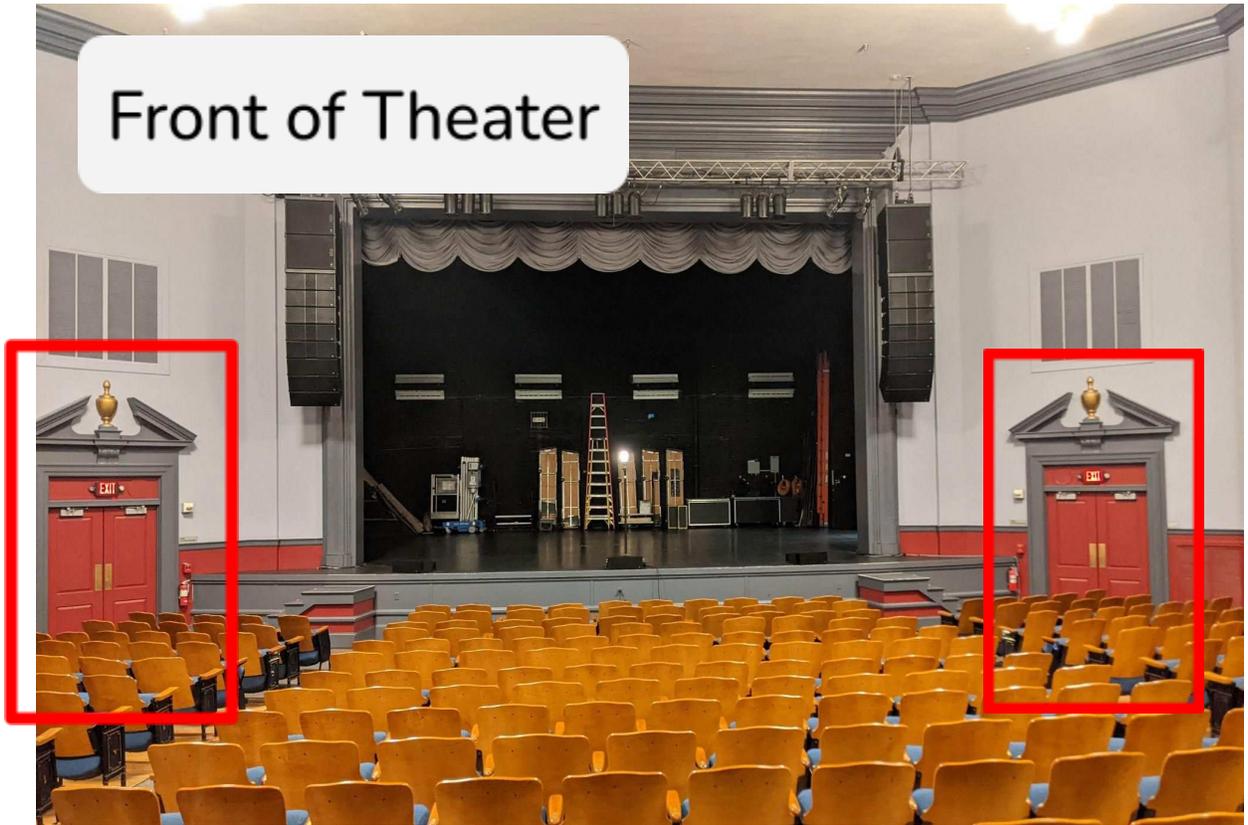
Wheelchair/Mobility Assistance:

- In the case of an emergency evacuation alert (i.e. a fire alarm being triggered by an on-stage effect), the volunteer assigned to a patron with a wheelchair or assisted mobility device should help bring them from their seat to the elevator bank to wait for emergency responders to assist them out of the building.
- In the event of imminent danger causing an emergency evacuation, volunteers should assist any patrons in wheelchairs or with mobility needs in exiting the building.

Fire Extinguishers - located at each Exit on either side of the stage.

Emergency Exits

Front of Theater



Back of Theater

MEDICAL EMERGENCY

All volunteers should be familiar with LOH medical emergency procedures.

In the case of a medical emergency:

- Volunteers should help the audience remain calm and reassure concerned patrons that the emergency is being handled and that we hope to continue the show.
- Volunteers should alert the House Manager or LOH Staff Member on duty immediately in the case of a medical emergency and follow all provided medical emergency policies.
- Do not attempt to move someone during a medical emergency.

First Aid Kit - located under the balcony stairs on house left and in the Box Office

AED - located in the LOH lobby

ACTIVE SHOOTER

In the case of an active shooter, all volunteers should attempt to evacuate the premises if there is an accessible escape path.

Evacuate - Run

If evacuation is possible, you should:

- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 911 when you are safe.
- Do not attempt to move wounded people.

Shelter-in-place - Hide

If evacuation is not possible, you should:

- Find a place to hide where the active shooter is less likely to find you.
 - Stay out of the shooter's view.
 - Seek shelter from shots fired in your direction (i.e. in a room with a closed and locked door).
 - Avoid being trapped or restricted in your options for movement.

- Prevent the shooter from entering your hiding place.
 - Lock the door.
 - Blockade the entry with heavy furniture.
- Silence your cell phone and/or electronic devices (i.e. watches, pagers, etc).
- Hide behind large items (i.e. cabinets, desks).
- Remain quiet.

When police arrive make sure to put down any items in your hands, keep your hands visible at all times, and follow all instructions. Do not make any quick movements towards officers or stop/interrupt officers while in the process of evacuating.

INCIDENT REPORTS

Depending on the emergency situation, official forms may have to be completed and submitted.

LOH Incident Reporting

In the case of an emergency evacuation, active shooter, or medical emergency, LOH House Managers are required to file an Incident Report. Volunteers may be asked to co-sign incident reports if they were witness to or involved in the incident.

Signing of incident reports is voluntary and cannot be enforced by the House Manager(s), Volunteer Coordinator, or any member of the LOH staff. These reports may be used and are subject to public record in the case of any legal proceedings, police or law enforcement involvement, or by LOH staff as follow up to any incidents that occur.