

Evacuation Procedures Issued 2009

Zones

The Theatre has been divided into three zones, as follows:

1. AUDITORIUM AND FOYERS including box office, ground floor offices, kiosk and bar areas.
2. STAGE AREA including backstage, basement and dressing rooms of first and second floor levels.
3. PROJECTION ROOM AND BIO BOX including second floor office.

Each zone has a Muster Point and Muster Warden, who is responsible for coordinating the evacuation in his/her area. When an emergency situation arises, a responsible person should immediately notify the Theatre Manager, as central Muster Coordinator, who will advise the various Muster Wardens of the nature, location and extent of the emergency and the decision reached to evacuate.

Each Muster Warden should direct patrons, performers and staff to the most appropriate Assembly Area.

Once clear of the building, all patrons, performers and staff should be directed to the Assembly Area in the Seddon Street Car Park next to the Dome, east of the Regal Theatre.

ZONE 1: AUDITORIUM AND FOYERS

DURING PERFORMANCE

The Muster Warden for this zone is the Theatre Manager, who will be positioned at the Muster Point next to the Box Office in the foyer.

STALLS LEVEL STAFF

Position 1 (stalls usher)

- a) Upon announcement, open auditorium doors and all foyer entrance doors, including all fire exit doors
- b) Ensure all wheelchair patrons are evacuated
- c) Direct all patrons away from buildings, along Rokeby Road or Hay Street to the Seddon Street car park next to the Dome.
- d) Check all Stalls toilets are clear
- e) once area is clear, report to Muster Warden in foyer.

Position 2 (kiosk)

- a) Upon announcement, open Rokeby Road doors.
- b) Direct Patrons away from building to the Seddon Street car park next to the Dome.
- c) Once area is clear, report to Muster Warden in foyer.

LOUNGE LEVEL STAFF

Position 3 (Lounge Usher)

- a) Upon announcement, open Lounge curtains and fire exit doors.
- b) Direct patrons into Hay Street fire exit stair case, away from building along Hay Street to the Seddon Street car park next to the Dome. Where possible, deter patrons from using main stairs to avoid congestion.
- c) Check Lounge toilets are clear.
- d) Once area is clear, report to Muster Warden in foyer.

Position 4 (bar)

- a) Upon announcement, open side entrance door.
- b) Direct patrons to Rokeby Road staircase, away from building to the Seddon Street car park next to the Dome.
- c) Once the area is clear report of Muster Warden in foyer.

Once all levels of the auditorium, all foyers, toilets, bar kiosk are clear, Front of House and Bar Staff should exit via main Rokeby Road doors and assemble in the Seddon Street car park next to the Dome.

ZONE 2: Stage Area

The Muster Warden for this zone is the Head Mechanist.

Upon announcement, all performers, orchestra and stage crew should exit and assemble in the Seddon Street car park next to the Dome.

Once all areas backstage are clear the Muster Warden should report to the Theatre Manager in person.

ZONE 3: Projection Room and Bio Box

The Muster Warden for this zone is the Head Electrician.

Upon announcement, all staff should exit by the main staircase and foyer and assemble in the Seddon Street car park next to the Dome.

Once the area is clear the Muster Warden should report to the Theatre Manager in person.

NON PERFORMANCE TIMES

Public Areas

The Muster Warden for the public foyer areas is the Theatre Manager.

Upon announcement, all staff, any patrons, visitors or tourists will exit the Theatre via the Rokeby Road doors.

Direct all people to the Seddon Street Carpark, next to the Dome.

Non-Public Areas

The Muster Warden for the non-public areas is the Head Mechanist.

Upon announcement, all staff, any patrons, visitors or tourists will exit the Theatre via the Rokeby Road doors.

Direct all people to the Seddon Street Carpark, next to the Dome.

Once the area is clear the Muster Warden should report to the Theatre Manager in Person.

ASSEMBLY POINTS

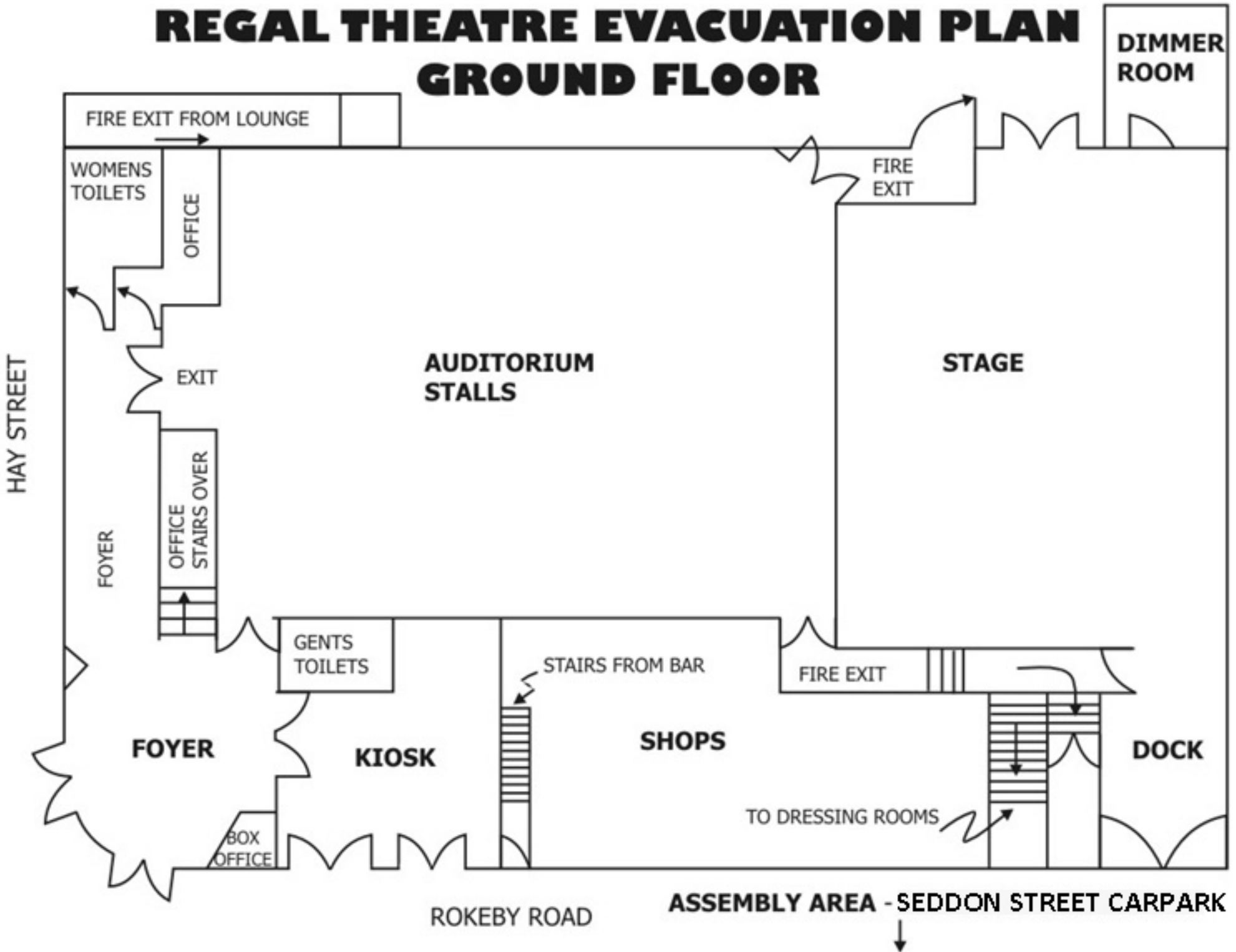
NON-PERFORMANCE TIME

All the people should assemble in the Seddon Street car park . Next to the Dome.

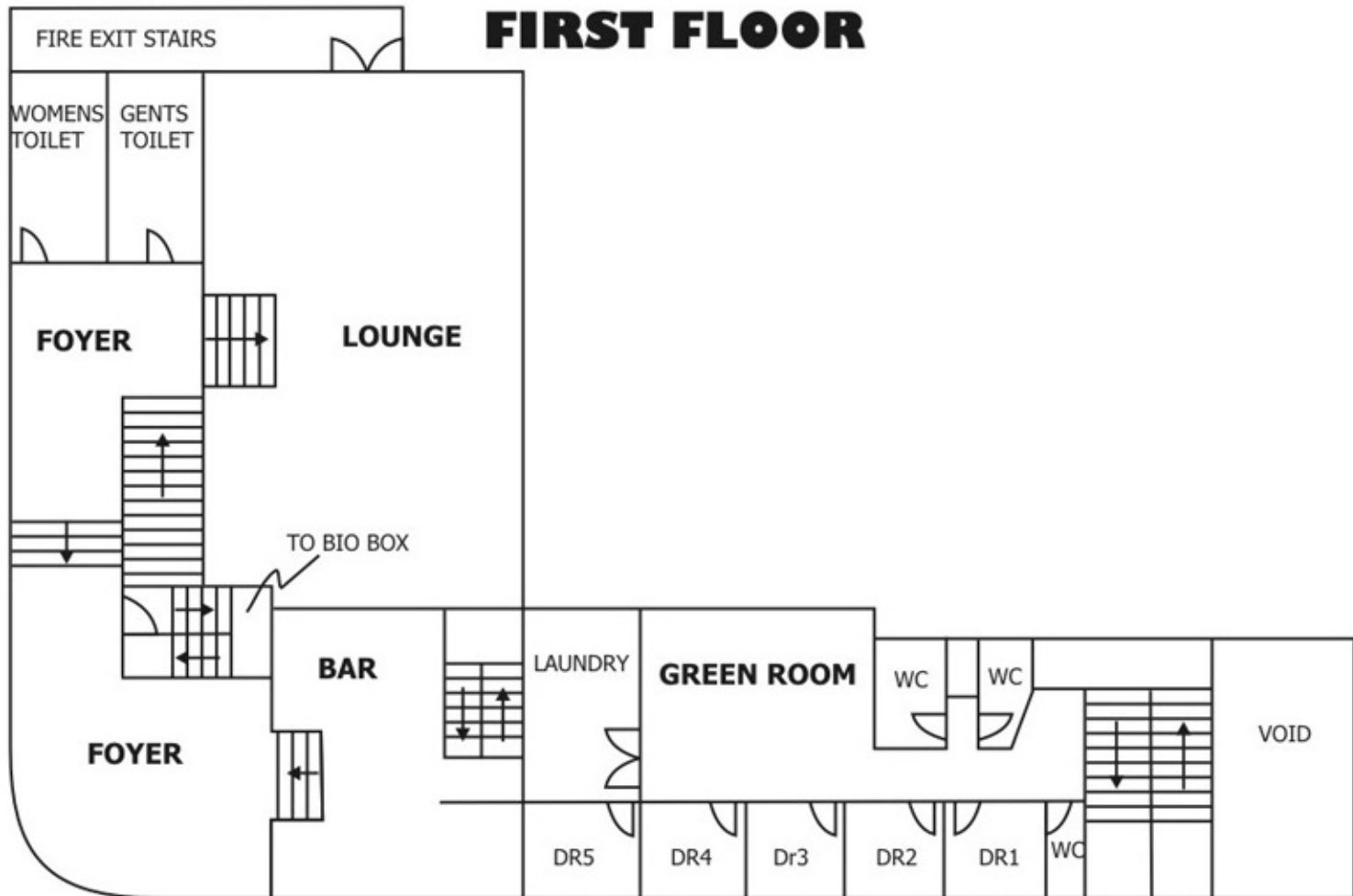
PERFORMANCE TIME

All people should assemble in the Seddon Street car park. Next to the Dome.

REGAL THEATRE EVACUATION PLAN GROUND FLOOR



REGAL THEATRE EVACUATION PLAN FIRST FLOOR



REGAL THEATRE EVACUATION PLAN SECOND FLOOR

