

## 5.4 EMERGENCY EVACUATION PROCEDURE

### REVISED 2019

#### **ZONES**

The Theatre has been divided into two zones to be used during performance times, as follows:

FRONT OF HOUSE including public areas such as box office, ground floor offices, foyers and bar areas.

BACK OF HOUSE including private areas such as backstage, basement and dressing rooms of first and second floor levels.

#### **EXITS**

The Theatre has many exits in/out of the theatre. To identify each exit clearly the exits have been numbered as follows:

1. Main Foyer Entry including both sets of double doors – located on the Corner of Rokeby road and Hay Street.
2. Left Emergency Tunnel Exit from Auditorium to Alvan Street car Park.
3. Right Emergency Tunnel Exit from Auditorium and Dressing Rooms through stage door to Rokeby Road.
4. Lounge Emergency Side Exit from the Lounge to Hay Street
5. Attic Bar Exit from Bar to Rokeby Road.

#### **ASSEMBLY POINTS**

During both Performance and non-performance times all people should assemble in the Seddon Street Car Park, next to Dome Cafe, East of the Regal Theatre.

In the event that this assembly point is not usable or easily accessible during an evacuation then the assembly point will be moved to the Alvan Street car park, outside of Exit 2, West of the Regal Theatre, as a secondary site.

#### **WHEN AN EMERGENCY SITUATION ARISES**



Assist any person in immediate danger if it is safe to do so. Immediately notify the Front of House Manager or Theatre manager, as Chief Warden, of the nature, location and extent of the situation. Notify the Chief Warden through any means necessary, by calling out to other staff in person, using two-way radio, or mobile phones. The Chief Warden will advise the Wardens and Staff of the nature, location and extent of the emergency and the decision reached to evacuate.

Immediately call emergency services on 000.

Communicate with other staff and wardens via any means necessary, ideally through 2-way radio during performance times, with communication via mobile phones and in person available if necessary.

The Chief Warden will communicate any changes to the evacuation procedure presented here. Changes are likely to occur to the existing procedure due to the specific nature of the emergency, including exits not to be used during evacuation, or changes to the assembly area. Any changes communicated by the Chief Warden overwrite these procedures.

Emergency hard hats and fluoro vest are located in the crying room and backstage, near left stage exit, to identify wardens and staff to assist in a smooth evacuation. These should be distributed to all staff in an emergency if possible. All front of house staff must carry a torch on their person at all times to use in the event of an emergency.

To evacuate the building as efficiently and quickly as possible the patrons need exit in a calm manner and the upmost care must be taken not to cause panic. For this reason it is imperative during an emergency situation for all staff to remain calm, walk rather than run and use discretion if asked about the causes of the emergency.

## **DURING PERFORMANCE**

### **ZONE 1: AUDITORIUM AND FOYERS**

The Warden for this zone is the **Front of House Manager**, who will be positioned next to Exit 1 Main Foyer doors on the corner of Rokeby Road and Hay Street.

All Front of House Staff on shift will have an area to evacuate and check to ensure all patrons are evacuated from the building and directed to the most appropriate Assembly Area.

**Position 1 – Front of House Manager – Chief Warden**

- a) When an emergency situation arises ascertain the nature of the emergency and implement appropriate action.
- b) Ensure appropriate emergency services have been called.
- c) Inform all wardens and staff of the nature, location and extent of the emergency including exits not to be used and the most appropriate Assembly Area to use.
- d) Initiate and control an action plan in accordance with emergency response procedures and ensure control of entry/exits to affected areas.
- e) Ensure any unique duties pertaining to the event are appointed to staff.
- f) Take position next to Exit 1 main foyer doors in the foyer, and collect FOH Checklist from Box office. See 10.3 Chief Warden Checklist.
- g) Monitor the progress of evacuation, record actions taken.
- h) Brief emergency services when they arrive on type, scope and location of emergency and status of evacuation thereafter.
- i) Act on direction by emergency services.

#### **Position 2 – Assistant Front of House Manager**

- a) Upon announcement of evacuation open the main Stalls auditorium double doors that lead to the foyer and the side auditorium double doors that lead to the foyer.
- b) Ensure any disabled patrons located in wheelchair holds Y 28 are evacuated.
- c) Direct all patrons away from buildings to the Assembly Area.
- d) Check Stalls toilets, Crying Room and Ushers Room.
- e) If there are no patrons sitting upstairs in the lounge or just one ushering staff member then check the Foyer Area Upstairs and the Upstairs Lounge Level toilets.
- f) Once Foyer areas and toilets are clear report to Chief Warden at Exit 1 in the Foyer.
- g) In the event that the shop attendant has finished their shift, please conduct their procedures on their behalf: Open the foyer doors of exit 1, notify the Ticketek staff and the business located in the buildings structure of the evacuation.
- h) Record and Log actions taken, including check list 10.3 Chief Warden Checklist
- i) Remain outside Exit 1 if safe to do so.

#### **Position 3 – Left Stalls Usher** (person responsible for seating in left hand isle before performance)

- a) Upon announcement of evacuation walk down the left hand auditorium isle and open all doors to Exit 2 leading to the Alvan Street Carpark.
- b) Direct all patrons away from buildings to the Assembly Area.
- c) Ensure disabled patrons are evacuated.



- d) Once Stalls Level Auditorium is clear report to the Chief Warden at Exit 1 in Foyer via an outside route.
- e) Return to area outside Exit 2 if safe to do so to ensure no patrons try to re-enter the building through Exit 2.

**Position 4 – Right Stalls Usher** (person responsible for seating in right hand isle before performance)

- a) Upon announcement of evacuation open up all doors to Exit 3, leading to Rokeby rd.
- b) Direct all patrons away from buildings to the Assembly Area.
- c) Ensure all disabled patrons are evacuated.
- d) Once Stalls Level Auditorium is clear report to the Chief Warden at Exit 1 in the Foyer via an outside route.
- e) Return to the outside of Exist 3 if safe to do so to ensure no patrons try to re-enter the building through Exit 3.

**Position 5 – Shop Attendant**

- a) Upon announcement of evacuation open all Exit 1 doors of the Foyer.
- b) Direct all patrons away from building to the Assembly Area.
- c) Notify all Ticketek staff in the foyer Ticketek Box Office of Evacuation.
- d) Notify the four outside business to the left of Exit 1 that are part of buildings structure of Evacuation, including coffee shop, and shops located at 47 – 55 Rokeby road.
- e) Once Ticketek and Outside businesses are clear report to Chief Warden at Exit 1 in the Foyer.
- f) Remain outside Exit 1 and direct people out of the building and away from the sidewalk to the emergency exit, ensuring no one re-enters the building.

**Position 6 – Lounge Usher Door**

- a) Upon announcement of evacuation open lounge curtains and Exit 4 Emergency Side door leading to Hay Street.
- b) Direct patrons to nearest exits away from buildings to the Assembly Area.
- c) Ensure all disabled patrons are evacuated.
- d) Once lounge, foyer areas and upstairs toilets are clear report to the Chief Warden at Exit 1 in the Foyer, then return to Exit 4 to ensure no one re-enters the building.

**Position 7 – Lounge Usher Auditorium (if applicable)**

(If not applicable, lounge foyer and toilets will be checked by the Assistant Front of House Manager).

- a) Upon announcement of evacuation open lounge curtains and Exit 4 Emergency Side door leading to Hay Street.
- b) Direct patrons to nearest exits away from buildings to the Assembly Area.
- c) ensure all disabled patrons are evacuated.
- d) Check Lounge Toilets are clear
- e) Check upstairs lounge foyer area is clear.
- f) Once lounge, foyer areas and upstairs toilets are clear report to the Chief Warden at Exit 1 in the foyer, then assist in directing patrons away from exit 1 to the assembly area and be available to assist in any other way you might be required by the chief warden or AFOH manager.

#### **Position 8 – Bar Manager**

- a) Upon announcement of evacuation open Exit 5 Attic Bar side exit.
- b) Check door from Bar to dressing rooms is unlocked.
- c) Direct all patrons down staircase to Rokeby road away from the buildings to the Assembly Area.
- d) Once Attic bar and Circle Bar area is clear report to the Chief Warden at Exit 1 in the foyer via outside route.
- e) Return to area outside Exit 5 if safe to do so to ensure no patrons try to re-enter the building through Exit 5.

## **ZONE 2: STAGE AREA**

#### **Position 1: Technical Manager.**

- a) Upon announcement, all performers, orchestra and stage crew should be directed to most appropriate exit as determined by the Technical Manager, to assemble in the Assembly area. (Ideally Exit 3 would be used, with Exit 2 available and Exit 5 available via the dressing room laundry).
- b) Ensure auditorium house lighting has been switched on.
- c) The technical manager should read appropriate evacuation script on stage via live microphone or loud hailer, making changes as necessary to the specific nature of the emergency. Keep calm and if possible continue talking until the majority of the auditorium has evacuated to reassure the audience.
- d) A tannoy announcement of the evacuation should be made by the stage manager or Mechanist.
- e) All backstage dressing rooms, toilets and sub-stage to be evacuated and checked.



- f) Once all areas backstage are clear the Technical Manager should report to the Chief Warden at Exit 1 in the foyer in person.

### **ZONE 3: PROJECTION ROOM AND BIO BOX**

#### **Position 2: Dome Operator.**

- a) Upon announcement, the dome operator should instruct all staff to exit via the most appropriate exist and assemble in the assembly area (Exits 1, 4 or 5).
- b) Check office is clear.
- c) Once the area is clear the Muster Warden should report to the Chief Warden at Exit 1 in the foyer in person.

#### **Position 3: Regal Theatre Technical FOH Operator Sound**

- a) Upon announcement, the Regal Theatre Sound Operator will take on the position of Traffic Marshal and should don a hard hat, reflective vest and light wand.
- b) Walk to the crossing point of Rokeby Road located outside Stage Door by the safest route possible.
- c) Ensure the safe crossing of Regal Theatre patrons across Rokeby Road to the Emergency Assembly Area, stopping traffic where appropriate. Keep people moving away from the exit points to stop blockages on the sidewalk and road collisions from large crowds.

#### **Position 4: Regal Theatre Technical FOH Operator Lighting**

- a) Upon announcement, the Regal Theatre Sound Operator should don reflective vest and take loud hailer.
- b) Walk to the Emergency Assembly Area to greet and re-assure patrons when they arrive at the Emergency Assembly Area .
- c) No comment should be made in regards to the nature and extent of the Emergency but patrons should be reassured and assisted if needed.
- d) Once everyone has been evacuated an announcement of important information (such as media response, refunds, phone numbers and assistance) might be issued by the chief warden.

### **NON-PERFORMANCE TIMES:**

#### **Public Areas: Foyers and Toilets**

The Warden for the public foyer area is the **Theatre Manager**.



- a) Upon announcement direct all staff, any patrons and visitors to exit the Theatre via most appropriate exit to the Assembly Area.
- b) Notify all Ticketek staff in the foyer Ticketek Box Office of Evacuation.
- c) Check all toilets including the Stalls and Lounge.
- d) Notify the four outside business to the left of Exit 1 that are part of buildings structure of Evacuation, located at 47 – 55 Rokeby road.
- e) Remain stationed at Exit 1 in the Foyer to brief all emergency service personnel and prevent any patrons from re-entering the Theatre via Exit 1.

#### **Non-Public Areas:**

The Muster Warden for the non- public areas is the **Technical Manager**.

- a) Upon announcement, all staff, performers, orchestra, production crew and visitors should be directed to most appropriate exit, as determined by the Technical Manager, to assemble in the assembly area. (Ideally Exit 3 would be used, with Exits 1 & 2 available and Exit 5 available via the dressing room laundry).
- b) If the theatre manager is not available, a backstage staff member should be nominated to evacuate the Public Areas including the box office, foyer, toilets, outside business that are part of the buildings structure located at 47 – 55 Rokeby Road, and remain at exit 1 in the foyer to brief emergency service personnel and prevent anyone entering the foyer.
- c) A tannoy announcement of the evacuation should be made by the stage manager or Mechanist.
- d) All backstage dressing rooms, toilets and sub-stage to be evacuated and checked.
- e) Once all areas backstage are clear the Technical Manager should report to the Theatre Manager at Exit 1 in the foyer in person.

## **CHORUS ROOM PERFORMANCES**

**Position 1 – Front of House Manager – Chief Warden (Assistant Front of House Manager if Applicable)**

- a) When an emergency situation arises ascertain the nature of the emergency and implement appropriate action.
- b) Ensure appropriate emergency services have been called.
- c) Inform all staff of the nature, location and extent of the emergency.
- d) Direct all patrons and performers to the most appropriate exit – likely Exit 3 – Stage Door with additional option to use Exit 5 – Bar Door via the dressing rooms if necessary.



- e) Take position next to Exit 3 Stage Door Exit. Monitor the progress of evacuation, record actions taken.
- f) Brief emergency services when they arrive on type, scope and location of emergency and status of evacuation thereafter.
- g) Act on direction by emergency services.

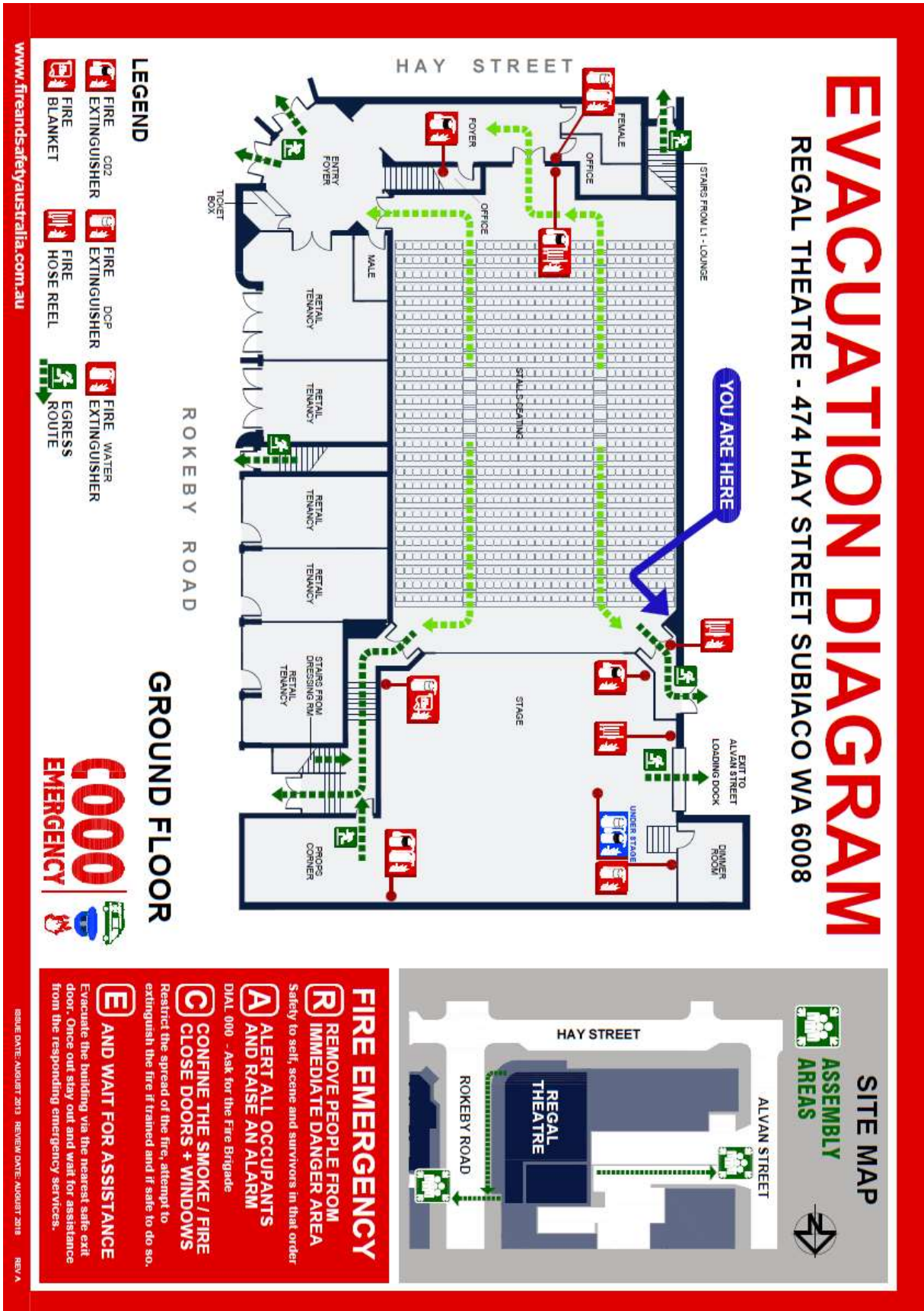
#### **Position 2 – Chorus Room Usher**

- a) Direct all patrons to the most appropriate exit from the chorus room.
- b) Check the chorus room toilets.
- c) Ensure all performers and staff are evacuated.
- d) Check the level 1 dressing rooms for any performers.
- e) Once chorus room and dressing rooms are clear report to the Chief Warden at Exit 5 Stage Door and follow further instructions.





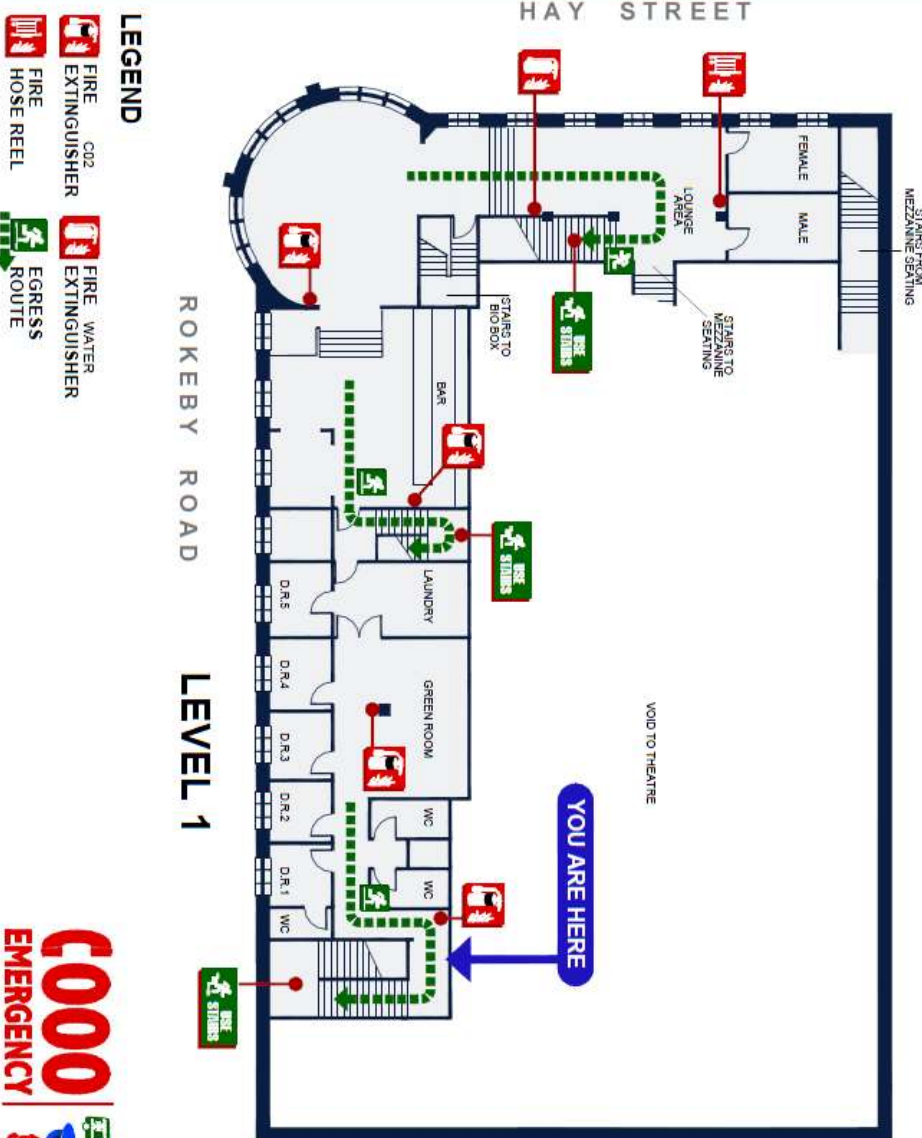
## 6. EVACUATION DIAGRAMS





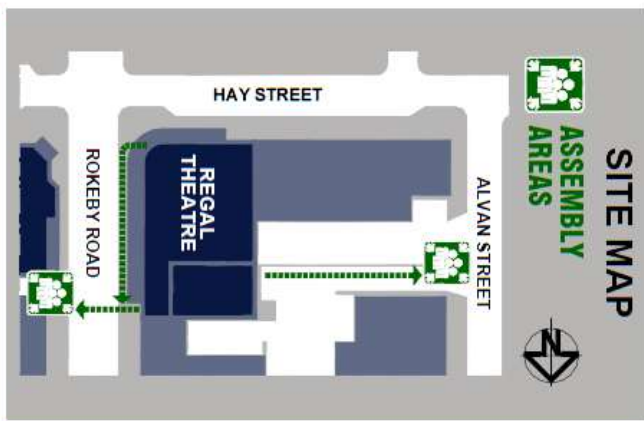
# EVACUATION DIAGRAM

## REGAL THEATRE - 474 HAY STREET SUBIACO WA 6008



[www.fireandsafetyaustralia.com.au](http://www.fireandsafetyaustralia.com.au)

**0000**  
**EMERGENCY**



### FIRE EMERGENCY

**R REMOVE PEOPLE FROM IMMEDIATE DANGER AREA**

Safety to self, scene and survivors in that order

**A ALERT ALL OCCUPANTS AND RAISE AN ALARM**

DIAL 000 - Ask for the Fire Brigade

**C CONFINED THE SMOKE / FIRE CLOSE DOORS + WINDOWS**

Restrict the spread of the fire, attempt to extinguish the fire if trained and it safe to do so.

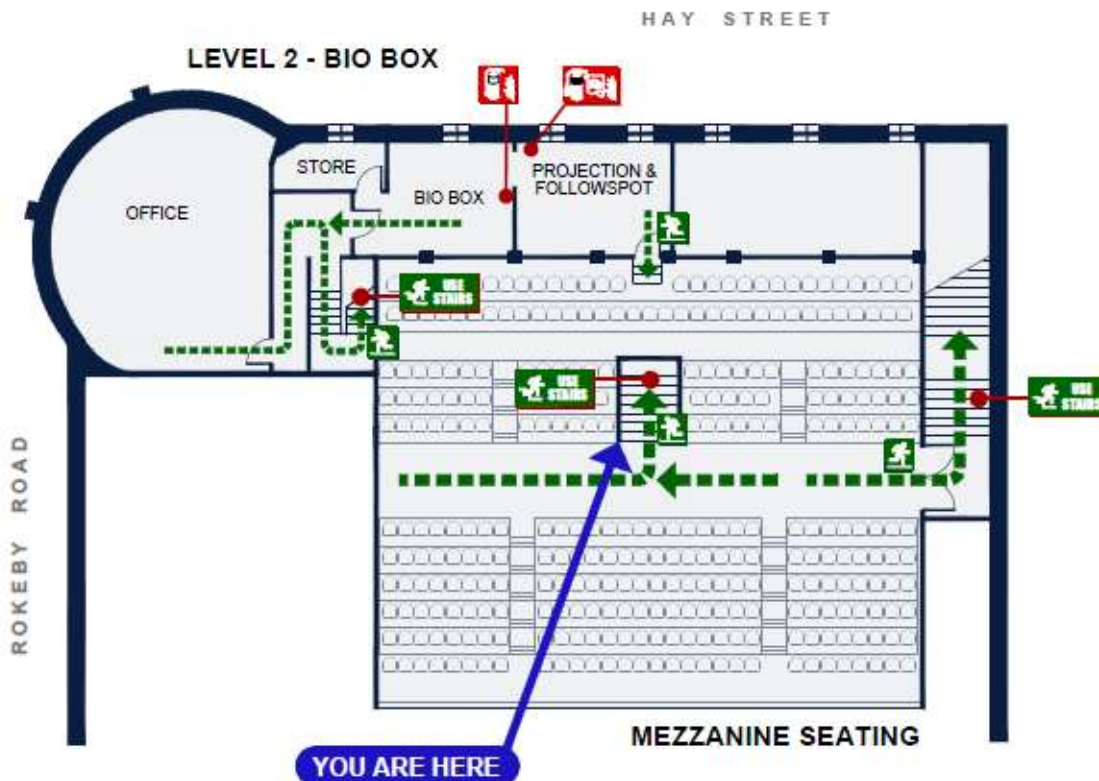
**E EVACUATE TO A SAFE AREA AND WAIT FOR ASSISTANCE**

Evacuate the building via the nearest safe exit door. Once out stay out and wait for assistance from the responding emergency services.



# EVACUATION DIAGRAM

REGAL THEATRE - 474 HAY STREET SUBIACO WA 6008



## LEGEND



## FIRE EMERGENCY

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER AREA  
Safety to self, others and survivors in that order
- A** ALERT ALL OCCUPANTS AND RAISE AN ALARM  
DIAL 000 - Ask for the Fire Brigade
- C** CONFINE THE SMOKE / FIRE  
CLOSE DOORS + WINDOWS  
Restrict the spread of the fire, attempt to extinguish the fire if trained and if safe to do so.
- E** EVACUATE TO A SAFE AREA AND WAIT FOR ASSISTANCE  
Evacuate the building via the nearest safe exit door. Once out stay out and wait for assistance from the responding emergency services.

## SITE MAP / ASSEMBLY AREA

