

Procedure For a Fire Drill

Stage Manager Makes The Ultimate Call As To Stop A Performance!!! If this decision is made, the following must happen:

- ASM calls out from backstage "Stop Please, we have a problem backstage." Then proceeds down Center and delivers the "Fire Speech."
- As the "Fire Speech" is being given:
 - The sound (if on) is faded out, then the sound operator immediately goes to inform front of house staff.
 - The house lights begin to fade up slowly.
 - The back stage worklights are turned on.
 - The crew heads for their assigned exits to hold doors and direct the flow of traffic to the outside.
 - The light board operator takes out the stage lights.
 - The Stage Manager calls 911 for the fire department.
 - The ASM sends for the staff member on call.
 - The Stage Manager then calls the names on the "Emergency Call List."
- As soon as the audience and cast are out, the Stage Manager and the ASM make sure everyone is out of the building to the best of their ability, and wait for the Fire Department and someone from the "Emergency Call List."

NO ONE may return to the building until clearance has been given by either a faculty member or the Fire Department. If it is determined that the problem has been solved and the situation is safe, the performance may resume when all are safely back in the building.

ABOVE ALL REMAIN CALM

Fire Speech:

Ladies and gentlemen, we have a problem backstage. We don't think it's serious, but for your safety and our piece of mind, we'd like to clear the theatre at this time. Staff members will be at the exits to assist you and we will resume the performance as soon as we can. Thank you.