

2025 EVACUATION PROCEDURE

ADELAIDE ENTERTAINMENT CENTRE

For all personnel – AEC & PSMF

PLEASE USE COMMON SENSE TO GET EVERYONE TO SAFETY!

Evacuation Procedures are initiated and led by AEC staff (Chief Warden)

- Production Manager (PM) takes charge of the students & the teachers/staff on stage
- **Assembly Point #1 – Concert Managers (CMs) (to check all present)**
 - Upper choir schools, Troupe, Guest Artists, Signing Choir and Hosts
- **Assembly Point #3 – CMs (to check all present)**
 - Lower choir schools, Orchestra, Soloists, Students with additional needs and their carer and any students with First Aid Providers



If any exits are unavailable Chief Warden/AEC staff will direct us to alternate safe exits.

STAGE & BEHIND STAGE

- The Production Manager will take charge of the students and the teachers/staff on stage
- **Rehearsal:** CMs to lead rows out
- **Performance:** CMs to lead rows
- The Soprano Choral Conductor will be at the **DOCK DOOR A** to help guide students
- The Alto Choral Conductor will be at the **WESTERN EXIT DOOR** to help guide students
- Troupe (T), Guest Artists (GA), Signing Choir (SC), Hosts (H) go with their supervisors to **Assembly Point #1**
- Orchestra (O), Soloists (S), Students with carers and students who are with the First Aid providers go with their supervisors to **Assembly Point #3**
- The accompanists will supervise Soloists (S) and Host (H) mentors supervise the Hosts
- Guest Artists who are still within the venue should report to the PM at **Assembly Point #1**
- **All Upper Chords** will leave the stage the same way they entered then out through the **WESTERN EXIT DOOR** and up the dock ramp to **Assembly Point #1**
- **All Lower Chords** will leave the stage the same way they entered then out through the DOCK DOOR, up the dock ramp to **Assembly Point #3**
- **Students receiving first aid** will leave with First Aid Personnel and report to a CM at **Assembly Point #3**
- **Students** with a 1:1 carer will be evacuated as directed by PM or AEC staff and leave through the nearest exit by that student's personal carer to **Assembly Point #3**
- **Students in wheelchairs** will be evacuated by their personal carer as discussed with A/Stage Manager
- Once all students have left the stage, the PM will make their way out to the Assembly Area

Head Mechanist is the last person to leave prompt side.

Other Mechanist is the last to leave OP.

Assembly Points

- Students sit in school groups with their teacher
- When all teachers/supervisors are satisfied that all the students in their care are present, someone will be sent to a **CM (who will be in front of the choirs) who will check off each school.**
There will be Concert Managers at both points #1 and #3
- When all are accounted for the PM will wave a flag/announce over loud hailer to signal 'all clear' and schools may be dismissed

If YOU are in immediate danger, please keep your own personal safety in mind and leave the area by the safest, nearest emergency exit.

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