

2023 EVACUATION PROCEDURE...FESTIVAL THEATRE

For all PSMF personnel

PLEASE USE COMMON SENSE TO GET STUDENTS TO SAFETY!

Evacuation Procedures are initiated and lead by Festival Centre staff.

- Concert Manager (CM) and Deputy Concert manager (DCM) takes charge of the students.
- A wheelie bin with all the evacuation gear will be kept inside the exit door out to the plant room. A Steward will collect the Evacuation Wheelie Bin (PSMF Production manager will do it during rehearsal).
- Posts with numbers are to be hammered into the ground around the rotunda – Done by a steward/Production Manager.



If Elder Park is out of use, the lawns in front of the Rowing Clubs (west of the theatre) will be utilised.

The SPACE

- Green number for each choir row and Orchestra (O), Troupe (T), Guest Artists (GA), Soloists (S), Hosts (H). These are also kept Prompt and OP.
- CM will need to nominate teachers (usually Row 1 & 2) for rehearsal to lead rows out. During performance it will be Prompt (Even rows) and OP (Odd rows) Stewards.
- **All Rows** leave the way entered, up the stairs to **The Space Foyer** then out the doors to Elder Park Rotunda. Choirs are to line up and sit down at their number.
- **Students must stay in line all the way.**

Orchestra, Troupe, Guest Artists, Soloists, Hosts and Signing Choir with their teacher supervisor(s) should make their way to Elder Park via the best possible route from wherever they are when the evacuation is called.

If any exits are unavailable Fire Wardens/AFCT staff will direct us to alternate safe exits

STAGE

- The CM will take charge of the students.
- CM will nominate teachers for rehearsal to lead rows out. During performance it will be Prompt (Even rows) and OP (Odd rows) Stewards.
- The Choral Conductor will be at the official Stage Door entrance to help guide students.
- CM/DCM/steward to give a green number to each row.
- **Rows 1, 3, 5, 7, 9, 11, 13** leave the stage from the OP side and walk towards the stage door. Turn right at the top of the inside stairs leave the building through the outside stage door entrance up the stairs to the Bee Hive then across the plaza down the ramp to the rotunda in Elder Park. Choirs line up at row number.
- **Rows 2, 4, 6, 8, 10, 12**, leave the stage from the Prompt (stage managers desk side), back down the stairs turn right into the Plant Room to the rotunda in Elder Park. Choirs are to line up and sit down at their number.
- **Students receiving first aid** will leave with First Aid Personnel and report to the CM in Elder Park.
- **Students** with a 1:1 carer will be evacuated as directed by CM or theatre staff through the nearest exit with their carer.
- **Students in wheelchairs** will be evacuated by their 1:1 carer as discussed with Assistant Stage Manager.
- Once all students have left the stage, the CM and DCM will make their way out to the rotunda in Elder Park.

Theatre mechanists are the last to leave the stage.

ELDER PARK

- Students sit in lines (at their designated row number) waiting until their choir teacher arrives.
- When all teachers/supervisors are satisfied that all the students in their care are present, the number/letter is to be sent to the **CM who will be in the rotunda.**
- When all are accounted for the Production Manager will wave a flag to signal 'all clear' and students may be dismissed.