EMERGENCY RESPONSE PLAN

June, 2014
The primary working location of the Department of Theatre Arts is the Southeast corner of the Chase Fine Arts Center, 1st and 2nd floors.

Location of offices and work areas within the Department of Theatre Arts

FAC 2nd Floor:
- Black Box Theatre
- Black Box control room and booth
- Classroom
- Faculty Office (Nancy Hills)
- Department Offices
- Seminar Room
- Costume Shop & Faculty Office (Louella Powell)
- Sound Studio
- Control Booth

FAC 1st Floor:
- Morgan Theatre
- Scene Shop & Office (Matt Stowe)
- Propland
- Costume Storage
- Faculty Office (Bruce Duerden)
- Men’s Chorus Dressing Room (makeup classroom)
- Small Dressing Rooms
- Women’s Chorus Dressing Room
- Faculty Office (Dennis Hassan)
- Dance Studio
- Faculty Office (Jason Spelbring)
- Faculty Office (Shawn Fisher)
- Faculty Office (Leslie Brott)
- Faculty Office (Richie Call)

University Reserve:
- Faculty Office
- Faculty Office (Adrianne Moore)
- Faculty Office (Matt Omasta)
- Grad Lab
- Design Lab
SPECIAL NEEDS OF THE DEPARTMENT

The Department of Theatre Arts includes two on-campus performance spaces – The Morgan Theatre, with a seating capacity of 700 (not including performers and stage crew), and the Black Box Theatre (FAC 224), with a seating capacity of 90 (not including performers and stage crew). It also includes one off-campus performance space – The Caine Lyric Theatre with a seating capacity of 360 (not including performers and stage crew).

All performance spaces have electrical dimmers and stage lighting equipment.

The Morgan Theatre has a fly loft, scene shop with building, welding and painting equipment and supplies, an actor passageway under the theatre house seats with entrances from the center stage and stairways on either side of the stage, an orchestra pit under the stage, accessible through openings in the stage floor, and a large prop and furniture storage space underneath the stage, accessible through stairs/ladders on either side of the stage and the freight elevator in the scene shop.

The Black Box Theatre is accessible through two doors in the hallway of the Department of Theatre Arts (FAC 224) and through an interior door of the control room storage area (FAC 226A). The control room (FAC 225) houses the control both with the dimmer and lighting controls for the theatre. There is also an interior door in the control room that connects with the classroom (FAC 228) that is used for a green room and quick change area during theatre performances.

The Caine Lyric Theatre has a street level, which includes the theatre entrances, a ticket office, accessible through a small door on the West lobby stairwell, a gallery on the East side, lobby, restrooms, custodial and storage closets, and backstage access through the West gallery and East hallway by the restrooms. A balcony level, accessible through stairwells in the main and East lobby. And a lower level, accessible through stairwells on either side of the backstage area, with dressing rooms, green room, utility closets, restrooms and storage rooms. There is a small freight elevator backstage on the East side of the stage. There are exterior doors on both the West and East sides of the backstage area.

EMERGENCY SUPPLIES AND EQUIPMENT

First Aid Kits:

- Department Office – work room above copier (cabinet marked)
- Scene Shop – outside tool crib
- Costume Shop – shelf West of dye room door

AED: 1st Floor – mounted on South wall next to water fountain outside Morgan stage door
FIRE EXTINGUISHER LOCATIONS

1st Floor:
- above water fountain on South wall
- mounted on Southeast wall inside Costume Storage door (FAC 151)
- mounted on Northeast wall inside Morgan stage door (FAC 153)
- mounted on back wall of stage (north end)
- mounted on Northwest wall inside door from stage to scene shop
- mounted on South wall by elevator
- on each welding cart in scene shop

2nd Floor:
- above water fountain on South wall
- mounted on South wall of hallway by West door of Black Box (FAC 224)
- mounted on Northwest wall inside Control Room door (FAC 226)
- mounted on Northeast wall of Costume Shop (FAC 229)
- mounted on wall inside door to dye room on East side (FAC 229)

Caine Lyric Theatre Fire Extinguisher Locations

- On wall by stage right alley exit door
- Stage right above the circuit box by the fire curtain pull
- Stage left on wall left of fly loft ladder
- On stage left props table over stairwell
- Downstairs on wall by women’s restroom
- Downstairs on wall by stage left exit stairs
- On wood panel wall under East lobby balcony stairs
- On the wall of SM control booth just inside the door on the right

Only use a fire extinguisher if you can safely do so and escape if it is not successful.

Fire Alarm Pulls

- On wall by every exit.
EMERGENCY NUMBERS

Police, Fire, Ambulance, HazMat 9-1-1
USU Police Non-Emergency (435) 797-1939
Logan City Non-Emergency Central Dispatch (435) 753-7555
Central Dispatch (Logan City Non-Emergency) (435) 753-7555
Poison Control Center 800-222-1222
USU Facilities (day time) (435) 797-3535
[For evening Facilities emergencies call USU Police Non-Emergency number]
Emergency Alert System Sign up for CODE BLUE
Listen to KVNU 610 am radio

THEATRE DEPARTMENT CONTACTS

Ken Risch, Department Head (435) 797-3047 (o)

Team Leaders
LuAnn Baker (435) 797-3046 (o) (435) 770-2922 (c)
Liz Wilson (435) 797-0085 (o) (443) 834-0007 (c)

CHAIN OF COMMAND
1. Ken Risch, Department Head
   Work Phone: (435) 797-3047   Home Phone: (435) 753-0871
2. LuAnn Baker, Administrative Assistant
   Work Phone: (435) 797-3046   Cell Phone: (435) 770-2922
3. Liz Wilson, Staff Assistant
   Work Phone: (435) 797-0085   Cell Phone: (443) 834-0007

STAFF WITH SPECIAL TRAINING OR EXPERTISE:

• LuAnn Baker, Team Leader, Red Cross First Aid/CPR/AED certification   Work Phone: (435) 797-3046
• All Theatre students attend fire training once a year.
• Theatre faculty and staff are expected to attend fire training a minimum of every other year.
• All Theatre faculty, staff and students are expected to sign up for CODE BLUE.

DEPARTMENT EMERGENCY PREPAREDNESS COMMITTEE
Ken Risch (Department Head), Bruce Duerden, LuAnn Baker, Matt Stowe, Liz Wilson

DEPARTMENT ACCIDENT/INCIDENT PROTOCOL

1. Staff or students at accident/incident scene notify emergency responders if required.
2. If accident/incident takes place in one of the shops during work hours, notify the shop manager:
   • Costume Shop – Louella Powell
   • Scene Shop or Morgan Theatre – Matt Stowe or Bruce Duerden
3. If incident takes place anywhere else, or after work hours, notify a Department Team Leader:
   • LuAnn Baker (435) 797-3046 • cell: 435/770-2922
   • Liz Wilson (435) 797-0085 • cell: 443/834-0007
4. Shop Manager notifies a Department Team Leader.
5. Department Team Leader notifies Department Head and, when required, the Building Manager.
6. Building Manager notifies College, Facilities, Risk Management or other designated personnel as required.
7. Department Team Leader follows the “calling tree” to notify faculty and staff if needed.
8. Status information should be obtained during the notification process and relayed back through the “calling” tree chain so that the department has current information during any emergency/incident.

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![Diagram of incident protocol](image-url)
Emergency Evacuation Routes for Theatre Department

1st floor:  
Exit through SE door  
Exit through Green Room and out South doors  
Exit out Morgan Scene Shop door

2nd Floor:  
Exit down SE Stairwell and through SE door on 1st floor  
Exit through Morgan lobby and out Kent lobby doors  
Exit through Morgan lobby down ramp and out Courtyard doors

Use any available exit door and go to designated meeting point.

PRIMARY EMERGENCY & EVACUATION MEETING POINT  
• Outside Southeast door of Theatre wing

ALTERNATE MEETING POINT  
• Southwest corner of 400 N. 1200 E. by church

PERSONS NEEDING ASSISTANCE  
• Team Leaders or persons they designate will assist faculty/staff with mobility issues during evacuations.

STAFF ASSIGNMENTS

Team Leaders

LuAnn Baker  
(435) 797-3046 (o)  
(435) 770-2922 (c)

Liz Wilson  
(435) 797-0085 (o)  
(443) 834-0007 (c)

Team Leaders route information to Department Head, Building Manager, Building Reps (when needed), Shop Managers and Area Faculty. Team Leaders coordinate all communications in the event of an emergency.

Shop Managers

Louella Powell  
(435) 797-9057  
students and employees in Costume Shop

Matt Stowe  
(435) 797-3048  
students and employees in Scene Shop

Shop Managers route information back to the Team Leaders.
Area Faculty

Leslie Brott  (435) 797-3139  
Responsibilities: BFA Acting Faculty and Students

Bruce Duerden  (435) 797-3026  
Responsibilities: BFA Design/Tech Faculty and Students

Matt Omasta  (435) 797-3103  
Responsibilities: BFA Theatre Ed Students (including Ed minors)

Ken Risch  (435) 797-3047  
Responsibilities: BA Students (including Theatre minors)

All Area Faculty route information back to the Team Leaders.

FACULTY AND STAFF RESPONSIBILITIES

In the event of an emergency:

• Faculty members are responsible for the students in their classes.

• Shop managers are responsible for the students and employees in their shops.

• Area Faculty are responsible for notification of their area faculty and students, and reporting back to the Department Team Leaders. Area faculty may assign each faculty member in their area a specific list of students to contact in an emergency. A copy of all assignments made by area faculty should be given to the Department Team Leaders.

• Team Leaders are responsible for the overall safety of department personnel. Team Leaders notify the department head, building manager and area faculty as required. Team Leaders are responsible for obtaining and distributing student contact information, and disseminating all emergency planning and procedures information to administration, faculty, staff and students of the department.

EMERGENCIES OR EVACUATION DURING PERFORMANCES

Black Box Evacuation:

• Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency.

• Audience members should exit the nearest theatre door
  ✓ The Primary evacuation route is to move through the lobby and either down the ramp and out the door into the courtyard, or out the glass doors of the Kent Concert Hall lobby into the courtyard and way from the building.
  ✓ The Secondary evacuation route is to move East through the theatre wing hallway, down the stairs, out the Southeast door and away from the building.

• Cast and crew should exit the nearest door and move to the designated meeting location.
Morgan Theatre Evacuation:

- Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency, and should be familiar with the duties and evacuation routes designated in the Usher manual.
- Audience members should exit the nearest theatre door.
  - Those seated House Right should move East through the theatre wing hallway, down the stairs, out the Southeast door and away from the building.
  - Those seated House Left should move through the lobby and either down the ramp and out the door into the courtyard, or out the glass doors of the Kent Concert Hall lobby into the courtyard and away from the building.
- Cast and crew should exit the nearest backstage door and move to the designated meeting location.

Caine Lyric Theatre Evacuation:

- Ushers are responsible for assisting the House Manager with the evacuation of the audience in case of emergency, and should be familiar with the duties and evacuation routes designated in the Usher manual.
- Audience members should exit the nearest theatre door.
  - Those seated in the balcony should exit out the East balcony door, move, down the stairs, and out the nearest lobby door and away from the building.
  - Those seated House Right should move through West theatre entrance and out the gallery door or nearest lobby door and away from the building.
  - Those seated House Left should move through East theatre entrance and out the nearest lobby door and away from the building.
- Cast and crew should exit the nearest backstage door.
  - Those in the green room or dressing rooms should move up the East stairs (dressing room stairs) and exit through the East backstage door and move to the designated meeting location. Using the East stairwell will prevent possible hazards from the House Right loge door and potential audience evacuation crowds.
  - Those backstage Right should exit through the East backstage door and move to the designated meeting location.
  - Those backstage Left should exit through the West backstage door (loading door) and move to the designated meeting location.

**PRIMARY EMERGENCY & EVACUATION MEETING POINT**

- Behind (West side) of Ellen Eccles Theatre by dumpsters

**ALTERNATE MEETING POINT**

- South side of Ellen Eccles Theatre (by loading dock)
TD and/or Production Manager Responsibilities for every production, regardless of venue:

- When present, ensure that cast and crew are following procedures and safe, and then assist with evacuation of audience or individuals with special needs.
- Ensure theatre is empty.
- Check with SM to ensure everyone is accounted for.
- Be available to emergency personnel if they need information.
- Contact Department Team Leader with information about emergency and status of all cast and crew members as soon as safely able to do so.

Stage Manager Responsibilities for every production, regardless of venue:

- Understand department emergency plan and procedures.
- Ensure all cast and crew members know what to do in an emergency.
- Assign individual crew members specific duties in the event of an emergency or evacuation. Keep copy of assignments in SM book and give copy to Team Leader.
- Contact Department Team Leader with information about emergency and status of all cast and crew members as soon as safely able to do so.

PERSONS NEEDING ASSISTANCE

- Stage managers or persons they designate will assist cast/crew with mobility issues during evacuations.
DEPARTMENT EMERGENCY/DISASTER “CALLING” TREE

Team Leader ➔ Department Head

Area Heads ➔ Area Faculty

Assign Students ➔ Assign Students

**CALL OUT**
In the event emergency/incident notification originates from the university President’s office, the department “calling” tree will begin with the Department Head. All other emergency/incident notification should begin with the Department Team Leader.

**CALL IN**
Status information should be relayed back to the Department Team Leader as soon as possible following notification of an emergency/incident.

**KEEP CURRENT**
All faculty, staff and students are responsible for giving the Department Team Leaders correct contact information.

**CALL OR TEXT**
Notification may be made via text if phone calls are not answered. When making text notification be sure to identify yourself by name in the text.

**RESPOND**
If notified via text, you MUST respond. Include your name in your response. Include status information that can be relayed back to the Department Team Leader.
DEPARTMENT PERSONNEL ROSTER

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, LuAnn</td>
<td>234</td>
<td>435-797-3046</td>
</tr>
<tr>
<td>• Team Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brott, Leslie</td>
<td>139C</td>
<td>435-797-3139</td>
</tr>
<tr>
<td>Call, Richie</td>
<td>139D</td>
<td>435-797-3050</td>
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<td>Duerden, Bruce</td>
<td>148</td>
<td>435-797-3026</td>
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<td>Fisher, Shawn</td>
<td>139</td>
<td>435-797-2120</td>
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<td>Hassan, Dennis</td>
<td>138</td>
<td>435-797-3024</td>
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<td>Hills, Nancy</td>
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<td>435-797-3049</td>
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<td>Moore, Adrianne</td>
<td>UR 127</td>
<td>435-797-3023</td>
</tr>
<tr>
<td>Omasta, Matt</td>
<td>UR 125</td>
<td>435-797-3103</td>
</tr>
<tr>
<td>Powell, Louella*</td>
<td>229A</td>
<td>435-797-9057</td>
</tr>
<tr>
<td>• Costume Shop Manager</td>
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<tr>
<td>Risch, Ken</td>
<td>232A</td>
<td>435-797-3047</td>
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<tr>
<td>• Department Head</td>
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<td>Spelbring, Jason</td>
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<td>Stowe, Matt</td>
<td>153A</td>
<td>435-797-3048</td>
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<tr>
<td>• Scene Shop Manager</td>
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<td></td>
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<tr>
<td>Wilson, Liz</td>
<td>232</td>
<td>435-797-0085</td>
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<tr>
<td>• Team Leader</td>
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* Mobility issues - evacuation assistance required

CRITICAL FUNCTIONS OF THE DEPARTMENT

<table>
<thead>
<tr>
<th>Critical Function</th>
<th>Essential Resources</th>
<th>Responsibility</th>
<th>Strategies to Ensure Continuation</th>
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<tbody>
<tr>
<td>Office</td>
<td>Computers, copier</td>
<td>Move to Caine Lyric Theatre or apartment</td>
<td></td>
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<tr>
<td>Performance Space</td>
<td>Lighting &amp; sound equipment, construction equipment and materials</td>
<td>Move to Caine Lyric Theatre</td>
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<td>Costume Shop</td>
<td>Construction equipment and materials</td>
<td>Move to Caine Lyric Theatre</td>
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<tr>
<td>Scene Shop</td>
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