## Emergency Procedures 16/10/19

Evacuation procedures are rehearsed before each performance when certain students have key duties to perform. In the case of an emergency, or an emergency drill at other times, or if you are not involved in the performance, follow the procedures given on the public address system. The assembly point for Milton Court is the Foyer of the Silk Street Building, and for Silk Street the assembly point is on Lakeside.

## Show stop Scenarios –

A show may need to stop for many reasons, for example:

1. One of the cast being injured or becoming sick during the performance
2. Serious Automation Incident, eg:
   * A collision.
   * An error has occurred on the Automation Desk.
   * An actor, singer or member of the stage crew was at risk of being hit.
   * An actor, singer, member of the stage crew or member of the audience has been injured or is at risk of injury.
3. Other Technical failure eg:
   * Lighting desk malfunction such that the cast cannot be seen or it is unsafe for the cast to continue
   * Scenic malfunction such that the action cannot be continued
4. If a stop is called, the House Lights will be put on and Stage Manager will give a rehearsed announcement to the audience from the stage.

*“-Good Afternoon/Evening, we are currently experiencing technical difficulties and have had to temporarily stop the performance. Please remain in your seats and we thank you for your patience whilst we resolve the issue.”*

1. While this is happening the Deputy Stage Manager is to put out the following PA call instructing Facilities Manager, Venue Manager and Theatre Staff cover to meet the Stage Manager at the Theatre Dock doors who will notify them of the situation.  
     
   *“Will the Facilities Manager, Venue Manager and Staff Cover please meet at the Theatre dock doors.”*
2. The incident will then be assessed, the cast, orchestra or repetiteurs will be sent to their dressing rooms and the auditorium will need to be cleared. This will be carried out by the Stage Manager from the stage area.

*“Good afternoon/evening. We have to take an interval to address a technical issue, please make you way out to the foyers.. We hope to recommence the show presently.”*

1. In the next 15 minutes it will be decided if the show can continue and the audience will need to be ushered back into the auditorium by stewards and PA announcements from the Venue Manager. Any audience members requesting refunds will be instructed to contact the Barbican Box Office on the next working day

Ultimately there are two possible outcomes:

* The Production Arts Department can fix the problem and carry on.
* The show is cancelled.

When making any decisions please be aware of the following:

The audience should not be asked to remain seated in the auditorium for longer than 20 minutes.

The license requires the shows to end at 22:30 so that the building is clear of audience members by 23:00.

On occasion, and as previously agreed, some Milton Court productions are licensed until 23:00 with audience cleared by 23:30.

## Show stop Scenarios – Cancellation

In any instances that interrupt or cancel a show, the Associate Producer must be contacted by telephone as soon as possible.

Stuart Calder 07860 594 805

The Associate Producer will then make an assessment of the incident and decide whether a further cancelation of performances is required.

The Associate Producer will inform the following Departments.

* -Head of AEX & Operations
* Director of Drama & or Director of Music (as appropriate)
* Head of Acting (as appropriate)
* Head of Production Arts & Drama Administration & or Head of Music Administration (as appropriate)
* Head of Marketing
* Director of Production Arts
* Head of Performance Venues

If for any reason the Associate Producer is unavailable, the Director of Production Arts will be contacted and the same procedure will be followed.

Director of Production Arts Number TBC

Tickets for performances abandoned or cancelled less than half way through will automatically be refunded as per terms and conditions of sale.