



# Health & Safety Procedure

Regent on Broadway H&S procedures | Location: Regent Theatre, Broadway Avenue, Palmerston North

## EMERGENCY EVACUATION PROCEDURE

**In the event of an emergency taking place during an event the following procedure will come into effect:**

### **Theatre Operations**

In the event of a fire/earthquake/ or other emergency, many of the systems listed, but not limited to this list, will come into effect.

- a) Emergency lighting of stairwells and theatre
- b) Smoke Alarms and Detector
- c) Smoke beams in the ceiling of the theatre
- d) Emergency strobe lighting
- e) Electronic/magnetic control of doors depending on whether ventilation or fire doors are required
- f) Manually controlled smoke curtain for the front of the stage

In the event that an emergency occurs, the Regent is fitted with an automatic alert system. These are as follows:

Outside the main Auditorium in the venues other spaces ie: Regency Room, Green Room and toilets - an audible alarm will sound alerting occupants to evacuate as quickly and safely as possible.

Within the main auditorium - no audible system will be heard but strobe lights will activate above the front side exit doors.

### **Roles and Responsibilities**

*Regent Theatre Staff (wearing high visibility vest with the regent "R" logo on the back)*

The theatre staff present during the Event Emergency will take the lead in the response to the evacuation of the theatre. There is a Regent staff member in both the Circle and Stalls and they are the Floor Wardens. The Floor Warden has the overall responsibility for ensuring that everyone has evacuated the building on both the upper and lower levels. When it is clear, the Floor Warden will report to the Building Warden who will be located at the rear of the Regent Theatre by the Fire Panel.

Other event staff (if allocated) are to assist with the evacuation of patrons via all viable exits. Essentially other event staff may be required to fulfil the Door Warden role and are required to guide patrons to the nearest exit. Other event Staff are:

- To ensure that they are familiar with the location of exit doors in the theatre and where they lead to (King Street, Broadway Avenue, Alleyway etc)
- To be aware of assembly points in the event of an emergency
- To be physically located near to the exit doors during the event so as to allow swift access should the theatre need to be evacuated
- In the event of an emergency, to physically open and direct guests/patrons through the exit doors and out of the theatre.

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Door Wardens will be allocated by the theatre duty Front of House Manager. All ushers who are not theatre staff and who have not been allocated door warden duties are asked to assist in moving patrons efficiently to the nearest exit. Patrons in wheelchairs go last.



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Once the Theatre has been safely evacuated all guests/patrons are expected to move to the assembly points in the following locations:

- Rear: King Street Link Arcade Entrance
- Front: Broadway Avenue Link Arcade

### Medical Assistance

The theatre has two First Aid Kits which are held in the Tour Managers office under the main staircase, the other in the Technicians area back stage. The defibrillator is also kept in the Tour Managers office underneath the main stairs. Regent Theatre FOH staff are First Aid trained.

### Returning to the Theatre

The Regent Theatre Building Warden is the only member of staff able to give the all clear allowing guests to return to the theatre if prudent to do so. Once this order has been given, all Front of House Staff are required to guide guests back into the theatre.

Please circulate this information to all members of your company, plus please provide details of all key members of your production team in the locations below.

Company	Principal Contact	Phone (mobile)
Events Manager (title)	(Name)	
Events Co-ordinator		
Events Officer		
Events Officer		