EMERGENCY EVACUATION PROCEDURES

MANDURAH
PERFORMING
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The need to evacuate any part or all of Mandurah Performing Arts Centre may come about in many ways. These may include, but are not limited to fire, loss of power, outside impact on the building, equipment failure, inundation by water or storm damage. Disruption by patrons, staff or other members of the public may also necessitate an emergency response.

The Centre is staffed by well trained and professional staff and volunteers at all times. Any situation that arises will be dealt with individually and as required by those staff on duty at the time and in conjunction with Emergency Services personnel, Ambulance and Police officers.

ZONES
Mandurah Performing Arts Centre has been divided into three zones, as follows:

1. THEATRES AND FOYERS
Including Art Gallery, Box Office, Serpentine Room, Dance Studio and Tea & Coffee and Bar areas.

2. STAGE AREA
Including Backstage, Green Room and Dressing rooms on first and second floor levels.

3. DRESS CIRCLE
Including the Bio Box, Mezzanine and Administration Centre.

When an emergency situation arises, the person identifying the emergency should immediately notify the CEO, Venue Services Manager, Technical Manager or Front of House Manager who will then assess the nature, location and extent of the emergency and decide as to whether to evacuate.

Once clear of the building, all patrons, performers and staff should be directed to the Assembly Area in the car park, in front of Ac-cent (the Senior Citizens Centre).

ZONE 1: THEATRES AND FOYERS

DURING A PERFORMANCE
The Front of House Manager will be positioned next to the Box Office in the South Foyer.

STALLS LEVEL STAFF

Position 1 (Doors 1 & 2)
- Upon announcement, open Auditorium doors outwards and all foyer entrance doors.
- Ensure all wheelchair patrons are evacuated first.
- Direct all patrons away from buildings, to the Assembly Area.
- After clearing the auditorium, ushers on Door 1 are required to check the passage and all toilets at the restaurant end of the building.
- Two ushers are then to stand at the south foyer doors (restaurant end) to ensure that no patrons return into the building.
- Upon direction from the Front of House Manager, vacate to the Assembly Area.

Position 2 (Box Office)

- On hearing the second alarm, take both till drawers and lock them in the filing cabinet if possible. Lock up the Box Office. Collect the Box Office torch and go to the South foyer auditorium doors and stand-by to assist the ushers if required.
- Your next signal will be the Front of House Officer telling you to return to normal duties, in which case you re-open the Box Office, or to evacuate. If the latter occurs, assist in getting the public out calmly and quickly – check north and east foyer, Serpentine Room, Dance Studio, Friends Room and the Art Gallery. When the house is clear go to the Assembly Area and wait for a directive from the Front of House Officer or attending Emergency Services.

Position 3 (Tea & Coffee Service, Merchandise Sellers)

- Upon announcement, put your merchandise, programs with the money into the Box Office and stand-by in the foyer to assist. If the Box Office is closed – take the money with you.
- Tea and coffee money to be locked in the service area draw.
- Check and clear the Art Gallery and toilets in the central corridor.
- Two Servers are then to stand at the Fishtrap entrance door to ensure that no patrons return into the building.
- Upon direction from the Front of House Manager, vacate to the Assembly Area.

ZONE 2: Stage Area

- The Fire Warden for this zone is the Head Technician.
- Upon announcement, all performers, orchestra and stage crew should exit through the Backstage Stage Dock doors to the Backstage Assembly Area on the grassed area adjacent to the Boat Hire premises.
- Once all areas backstage are clear the Fire Warden should report to the Front of House Manager in person.

ZONE 3: Dress Circle

Position 4 (Doors 3 & 4)

- Upon announcement, open curtains and exit doors outwards.
- Direct patrons down the main stair case to exit through the Main entrance and go to Assembly Area.
- Once the Auditorium Circle is clear, report to Front of House in foyer.
- Upon direction from the Front of House Manager, vacate to the Assembly Area.

NON-PERFORMANCE TIMES

PUBLIC AREAS

- The Fire Warden for the public foyer areas is the Box Office Supervisor.
- Upon announcement, all staff, any patrons, visitors or tourists will exit the Centre via the Main Entrance.
- Direct all people to the Assembly Area.

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NON-PUBLIC AREAS

- The Fire Warden for the non-public areas is the Duty Technician.
- Upon announcement, all staff, any patrons, visitors or tourists should exit through the Backstage Loading Dock doors to the Backstage Assembly Area on the grassed area adjacent to the Boat Hire premises.
- Once the area is clear the Fire Warden should report to the General/Operations Manager in Person.

ASSEMBLY POINTS

NON-PERFORMANCE TIME

The designated Assembly Area is the car park, in front of Ac-cent (the Senior Citizens Centre).

PERFORMANCE TIME – FRONT OF HOUSE & AUDIENCE

The designated Assembly Area is the car park, in front of Ac-cent (the Senior Citizens Centre).

BACKSTAGE

The designated Back Stage Assembly Area is on the grassed area adjacent to the Boat Hire premises.

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