



EMERGENCY RESPONSE PLAN

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INTRODUCTION

A.C.T. takes the safety and well-being of its employees, students, and patrons very seriously. This document attempts to cover foreseeable emergency situations that could threaten individuals or property.

It is impossible, however, to have one document that covers every possible circumstance. For that reason this is to be used as a **guideline**. It is the responsibility of the EXECUTIVE MANAGEMENT (Artistic Dir., Exec. Dir., Conservatory Dir.) and the members of the EMERGENCY RESPONSE TEAM to evaluate each circumstance and to react appropriately, giving informed direction to others within the company.

In the event of an emergency it is very important to **remain calm** and **use common sense**. Look to those in the ERT for guidance, and follow their directions - a unified response is vital to ensure everyone's safety. One of the most important things to remember is that we can all help to prevent certain emergencies. Each employee should be diligent about checking their workplace for hazards. For example:

- Do not allow trash to accumulate
- Ensure that hallways, stairwells, and aisles are clear of obstructions
- Periodically inspect the electrical cords in your area.

If you notice any situation that appears unsafe report it to your supervisor or a member of the Emergency Response Team - never assume that "it will just get taken care of".

If you have any questions about this plan please speak with a member of the ERT or your supervisor - **don't wait until an event happens!**

EMERGENCY RESPONSE TEAM INFO

Executive Management must assess each individual emergency or threat of emergency in terms of individual safety and how their department may be affected. They will also help determine overall company response to an emergency.

Jessie Amoroso	415.572.6687
Luisa Balch	Pending
Leo Benavente	415.533.2052
Coralyn Bond	415.439.2435
Elizabeth Broderson	415.710.1601
Ian Fullmer	916.741.7353
Amy Hand	404.805.0624
Rob Hand	404.805.0653
Audrey Hoo	336.682.8564
Jack Horton	415.601.1265
David Jackson	415.730.5924
Dan Kolodny	917.608.9621
Kevin Kopjak	650.722.3371
Jamie McGraw	415.572.4245
Christine Miller	508.254.0454
Thom Morgan	415.533.4243
Kevin Nelson	303.859.9257
Joone Pajar	650.580.6373
Walter Ryon	510.328.5139
Jack Sharrar	415.971.4637
Craig Slaight	415.734.8270
Melissa Smith	415.812.3340
Michelle Symons	973.941.6146
Jeffrey Warren	828.242.8638
Lawrence Yuan	415.601.1775

NOTE: Numbers ONLY to be used in an emergency.

EMERGENCY TRAINING

The following people have been trained in CPR, AED, First Aid and/or NERT (Neighborhood Emergency Response Training). A.C.T. does not warrant that these people are currently certified in any of these skills - it is up to each individual to judge his or her own skills in administering aid.

NAME

TRAINING

Elizabeth Broderson	NERT
Vince Amelio	CPR, AED, First Aid
Chris Bahara	CPR, AED, First Aid
Leo Benavente	CPR, AED, First Aid
Vanessa Flores	CPR, AED, First Aid
Chanterelle Grover	CPR, AED, First Aid
Elizabeth Halperin	CPR, AED, First Aid
Rob Hand	CPR, AED, First Aid
Emily Hannah	CPR, AED, First Aid
Audrey Hoo	CPR, AED, First Aid
Jasmin Hoo	CPR, AED, First Aid
Jack Horton	CPR, AED, First Aid
Champagne Hughes	CPR, AED, First Aid
Sarah Jacquez	CPR, AED, First Aid
Sabra Jaffe	CPR, AED, First Aid
Spencer Jorgensen	CPR, AED, First Aid
Sean Key Ketter	CPR, AED, First Aid
Dan Kolodny	CPR, AED, First Aid
Loren Lewis	CPR, AED, First Aid
Patsy McCormack	CPR, AED, First Aid
Maggie Manzano	CPR, AED, First Aid
Haley Miller	CPR, AED, First Aid
Rafael Monge	CPR, AED, First Aid
Mary Montijo	CPR, AED, First Aid
Allie Moss	CPR, AED, First Aid
Joe Nelson	CPR, AED, First Aid
Kevin Nelson	CPR, AED, First Aid
Jesse Nightchase	CPR, AED, First Aid
Miguel Ongpin	CPR, AED, First Aid
Genevieve Pabon	CPR, AED, First Aid
Ryan Parham	CPR, AED, First Aid
Mark Peters	CPR, AED, First Aid
Jody Price	CPR, AED, First Aid
Oliver Sutton	CPR, AED, First Aid
Michelle Symons	CPR, AED, First Aid
Jef Valentine	CPR, AED, First Aid
Colin Wade	CPR, AED, First Aid
Keely Weiman	CPR, AED, First Aid
David Whitman	CPR, AED, First Aid

EMERGENCY PHONE NUMBERS

During an emergency situation, clear channels of communication are critical. Depend on the members of the ERT to get vital information to you. **Do not tie up the phone lines unnecessarily.**

SFPD / FIRE /AMBULANCE: 911 or 415.553.8090
PG&E EMERGENCIES: 800-743-5000
POISON CONTROL: 800-876-4766
A.C.T. MAIN SWITCHBOARD: 415-439-2400
BOX OFFICE PUBLIC LINE: 415-749-2228
COSTUME SHOP: 415-439-2375
STRAND BOX OFFICE: 415-439-2341

POWER FAILURE

In case of emergency use these phones for crucial communication only.

* Indicates a Fax line that needs to have the RINGER TURNED UP.

30 GRANT

Conservatory Fax: 834-3210.

*7th Fl. Fax: 834-3300.

GEARY & B. O.

*Subs Fax: 749-2291.

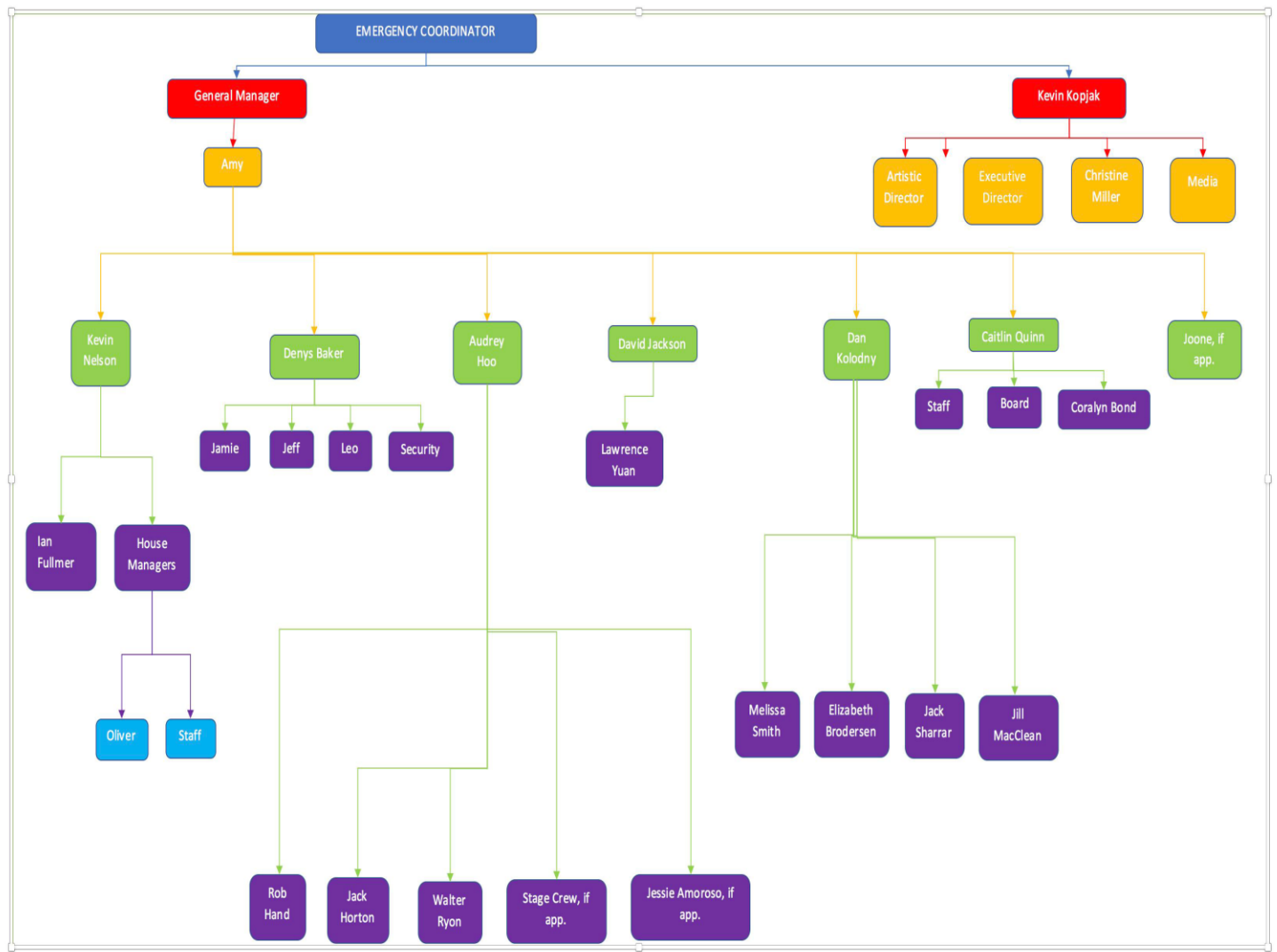
PRODUCTION SHOPS

*Costume Rentals Fax: 487-1784

*Costume Shop Fax: 431-5799

Costume Shop Theater: 864-8220

INTERNAL COMMUNICATIONS – DRAFT



EXTERNAL COMMUNICATIONS - Draft

CRISIS AND EMERGENCY MEDIA COMMUNICATIONS PLAN

**In the event of an emergency where media may be involved,
please contact A.C.T.'s Public Relations Counsel Kevin Kopjak:**

415-296.0677 (office) | 650-722-3371 (mobile) kevink@charleszukow.com

This **Crisis and Emergency Media Communications Plan** has been developed to ensure American Conservatory Theater effectively responds to any crisis situation by providing timely and accurate information to the media and public. This plan will work in conjunction with A.C.T.'s internal communications plan.

The time immediately following an accident, crisis or emergency is key to managing any response successfully. In the wake of an incident— including an earthquake, fire, hazardous materials accident, health issue, or criminal event—the media will be looking for details and information.

All A.C.T. employees and staff must follow the guidelines below to ensure that the correct information is being disseminated to the media and the public as quickly and efficiently as possible. This will mirror the information that will be shared internally with staff, employees, students, etc.

- **It is imperative that only approved spokespersons are authorized to speak on behalf of American Conservatory Theater and any of its programs to the media or public under any circumstances.** The Public Relations Counsel will serve as and/or appoint an approved spokesperson who—along with Public Relations Counsel—will assess the situation, determine the facts, craft responses/statements, and answer all media inquiries.
- **A reporter's job is to get the facts.** A reporter and/or member of the public may confront you in person, randomly dial your work extension or mobile phone, and/or contact you through email and/or social media. If you find yourself confronted by a member of the media, tell the reporter that you will find a designated spokesperson who can speak to them ASAP. Please note: Members of the media may not always identify themselves as such.

Example of what to say if you are confronted by a member of the media: *"I am not authorized to speak on behalf of American Conservatory Theater, but will put you in touch with the appropriate contact ASAP. May I please have your contact information, including name, media outlet, phone number and email address to share?"*

It is of utmost importance not to answer any questions or deviate from the script. Any answer, including an incorrect one, could easily be used and attributed to "a spokesperson" or "a source."

If a reporter tries to pressure you, saying it is a rush or that they are on deadline, politely say: *"What time is your deadline? I will see that someone responds immediately."*

- **Social media.** In the event of an emergency, no employee or staff member shall post information—whether positive or negative— regarding the incident and/or respond to any inquiries on any social media channels (Facebook, Twitter, Instagram, Snap Chat, etc.) without the written approval of the Public Relations Counsel or a designated A.C.T. staff member.

IF YOU ARE AN APPROVED SPOKESPERSON...

During a crisis or emergency, it is important that the spokesperson not “wing it” when it comes time to relaying important information about the incident to the media. The Public Relations Counsel will prepare approved talking points, statements, and/or press releases for the media and will provide necessary media training. No approved spokesperson should conduct an interview or provide a statement without first discussing it with the Public Relations Counsel.

APPROVED STATEMENT POLICY

- Public Relations Counsel will provide approved statements for A.C.T.’s social media channels, website, Box Office staff, patron communications, front desk receptionist, etc.

As a guideline, key media messages during an interview must:

- **Be few in number**, usually no more than two or three brief statements. During an emergency, the media and public could be upset and overwhelmed. They will have difficulty remembering lots of information. Only pertinent information should be released to the media and public.
- **Be short and concise**, generally no more than a sentence or two each. Short messages/sound bites are easier for the spokesperson and the media to remember and are more likely to be conveyed without altering/editing or misconstrued by the media.
- **Be informative**. All responses, both internally or externally, should be informative, honest, and proactive.
- **Be aware**. The media only cares about getting their story. They will be relentless, thoughtless, and aggressive. Take a deep breath and stick to this plan.

Things to remember when conducting an interview:

- **Everything you say is 'on the record'** and could appear in the media. There is no such things as "off the record."
- The media's job is to inform the public. Reporters and the public have a right to ask questions about what has happened in their community. **"No comment" is NOT an acceptable answer to a reporter.** If the question cannot be answered due to a legal issue, policy or otherwise, let the media know and tell them you will get back to them when additional information becomes available.
 - Example: "At this time, I am not able to comment on specific details. As soon as we having additional information, we will share it with you."
- It is human nature to want to answer every question asked, even if you do not know all the facts. Guessing can lead to inaccurate reporting and can damage the organization's credibility. **It is perfectly acceptable to say, "I do not know," "I don't have that information at this time," and/or "I will get back to you with the information right away."** Then follow through with your promise to report back to them with the requested information.
- Always get the name of the publication or station and their contact information (email, mobile number, etc.).

DECISION MAKING

There are various types of emergencies and a variety of responses that are called for. While the reaction to certain situations is automatic, the decision to cease operations (i.e. cancel a performance or cancel classes) lies strictly with Executive Management, which is defined as the Artistic, Executive, and Conservatory Directors.

These decisions will be informed by data from the Emergency Response Team, which is charged with assessing emergency situations and how they will affect various areas of the company. To assist in this process there are four levels of an emergency.

Any member of the ERT can declare a Level 1, 2, or 3 emergency as the situation calls for. HOWEVER, only a member of Executive Management can declare a Level 4 emergency, which in effect ceases operations for an indeterminate amount of time.

IN NO CASE should any member of the company make public statements or release information to the press regarding A.C.T.'s operations unless they are so authorized.

LEVEL 1: Alert - Continue Operations

LEVEL 1 may be activated if **ALL** of the following factors are true:

- No immediate life-threatening hazard
- 100% egress possible
- 100% essential service available
- 100% public emergency services available
- No on-site injuries

LEVEL 2: Cease Operations - Remain On-Site

LEVEL 2 may be activated if **ALL** of the following factors are true:

- "Manageable" life-threatening hazard
- 100% egress possible
- 100% essential & emergency services available
- Minor on- site injuries

LEVEL 3: Cease Operations - Evacuate & Hold

LEVEL 3 may be activated if **ANY ONE** of the following factors are true:

- Life-threatening hazard exists
- Egress impaired
- Essential & public services impaired
- Injuries require emergency services
- Alarms activated

LEVEL 4: Cease Operations - Evacuate & Release

LEVEL 4 may be activated if Level 3 conditions are forecast to continue for four or more hours. In extreme circumstances, LEVEL 4 may be activated immediately.

DEFINITIONS OF FACTORS

- **Life-threatening hazards** include, but are not limited to: Fire; Gas leak; Toxic spill; Electric shock hazard; Bomb threat or other threat of violence, including civil disturbance.
- **100% egress** means there are NO obstructions to stairwells, elevators, doorways, hallways, etc.
- **Essential services** include: Water supply; Electric supply; Telephone service. In some circumstances these will also include public transportation services.
- **Public emergency services** include: Police service; Fire service; Ambulance service.
- **"Minor" injuries** do not require emergency services.

TYPES OF EMERGENCIES

There are many situations that could be classified as "emergencies". Following are procedures for the most likely events: Fire Alarms, Earthquakes, Medical Emergencies, Bomb Threats, Civil Disturbance, Workplace Violence, and Power Outage. By familiarizing yourself with these procedures you should be prepared not only for these events but for other unforeseen emergencies.

FIRE ALARM

It is A.C.T.'s policy to evacuate when an alarm goes off FOR ANY REASON. Members of the ERT, Floor Monitors, and Front of House staff are all trained in the proper response to such alarms. All others should evacuate immediately in a calm and efficient manner.

- DO NOT USE ELEVATORS
- CLOSE ALL DOORS BEHIND YOU
- DO NOT OPEN A DOOR WITHOUT FIRST FEELING IT FOR HEAT
- IF YOU ENCOUNTER SMOKE, STAY LOW – LOOK FOR AN ALTERNATE EXIT
- IF YOU NEED ASSISTANCE WITH STAIRS LET SOMEONE KNOW AND WAIT
- EXIT THE BUILDING AS QUIETLY AND CALMLY AS POSSIBLE

If possible, exit with those from your immediate work area; once you reach the street congregate together and count heads for possible missing people. DO NOT GO BACK INSIDE in search of people. Inform a Floor Monitor, ERT Member, Police, or Firefighter if someone is missing. **Do not re-enter the building until it has been cleared by an ERT member, Fire, or Police authority.**

EARTHQUAKE – General

In the event of a major earthquake the safest thing to do is remain in the building. You are more likely to be injured if you try to move while shaking is underway. If the shaking is severe, take cover under tables or desks, or in other structurally secure areas, such as corners where walls meet the floor. In the theater, take cover between the seating rows below the level of the seat backs. Stay away from windows and other glass which might break and cause injury. Stay clear of shelves and places where falling objects may cause injury.

Once the shaking has stopped, assess the situation. If there are any injuries, report them to a Floor Monitor or ERT member, or treat them yourself if you are capable of doing so. DO NOT move injured people unless they are in imminent danger.

Expect disruptions in electrical, phone, and water service. Most A.C.T. areas are equipped with generator or battery powered emergency lighting. Do not use telephones or water unless absolutely required. Keep in mind that following a major earthquake emergency services will be at a premium - police, fire, and ambulance response will be extremely limited if available at all. You must rely on your own common sense and the ERT.

Remember that FIRE, not the earthquake itself, can cause the most damage and injury. Inspect your area for possible fire hazards or gas leaks, and DO NOT smoke or use an open flame. When the overall situation in the city (emergency services, public transportation, etc.) has been assessed by the ERT you will receive instructions and advice as to what to do. In some circumstances evacuation will be the best course of action; in other circumstances it will make the most sense to remain in the building until it is deemed safe to evacuate.

EARTHQUAKE – Tips & Myths

Rehearsal Studio

If there is no furniture nearby, you can still reduce the chance of injury from falling objects by getting down next to an interior wall and covering your head and neck with your arms (exterior walls are more likely to collapse and have windows that may break.) Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Theater

Stay at your seat or drop to the floor between rows and protect your head and neck with your arms. Don't try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

MYTH – Head for the Doorway

An enduring earthquake image of California is a collapsed adobe home with the doorframe as the only standing part. From this came our belief that a doorway is the safest place to be during an earthquake. True – if you live in an old, unreinforced adobe house. In modern houses, doorways are no stronger than any other part of the house. You are safer under a table.

MYTH – Run Outside

The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Also, shaking can be so strong that you will not be able to move far without falling down, and objects may fall or be thrown at you that you do not expect. Injuries can be avoided if you drop to the ground before the earthquake drops you.

MEDICAL EMERGENCY

Dial “911”. Alert a floor monitor or ERT member. If qualified, administer first aid, or locate a qualified provider. DO NOT move a victim unless they are in imminent danger. Dispatch a person to meet and guide paramedics. Remain calm – reassure the victim that help is coming.

CIVIL DISTURBANCE

Remain in the building. Avoid exterior doorways and windows. Await instructions from an ERT member.

VIOLENCE

If an individual becomes violent or threatening DO NOT confront them. Extract yourself from the situation and notify security or an ERT member, or call "911". Remember that there is safety in numbers - stay out of situations where you may be caught alone.

POWER OUTAGE

During regular business hours: remain at your work station; await instructions from an ERT member; avoid water use and toilet flushing. During non-regular hours leave the building via the stairs and proceed home. A decision to evacuate a theater during a performance will be made only by Executive Management if available, or an ERT member if need be, after ascertaining the expected duration of the outage.

BOMB THREAT

Remain calm, be courteous, listen to and do not interrupt the caller. Get the attention of another person; hand off a note saying, “call SFPD Police – bomb threat – 9-911, or (415)553-0123.” Give your specific address and location. If your phone has caller ID display, record number of incoming call. Write down the exact words of the caller and threat. Don’t hang up the phone. Leave line open. Notify a supervisor.

SUSPICIOUS PACKAGES

What to look for when receiving suspicious mail:

No return address.

Restrictive markings.

Misspelled words. Bold type or written.

Unknown powder or suspicious substance.

Possibly mailed from a foreign country. Excessive postage.

What to look for when receiving a suspicious package:

Excessive tape.

Oily stains, discoloration on wrapper.

Strange odor.

Incorrect title or addressed to title only.

Rigid or bulky.

Lopsided or uneven.

Protruding wires.

If you receive a suspicious package or mail:

Stop! Don't handle

Isolate it immediately.

Don't open, smell or taste

Immediately call 9+911 from an A.C.T. telephone. Give your specific address and location. DO NOT USE YOUR CELL PHONE AT THE SCENE.

Wash your hands with soap and water.

INDIVIDUAL SAFETY

Most safety agencies recommend that individuals prepare for various emergencies by assembling a kit at home. A.C.T. encourages its employees to keep a basic kit at work as well. This kit should include:

- Comfortable shoes (in case transportation is limited)
- One day's food - e.g. energy bars
- Individual bottled water
- A warm garment such as a sweater
- A flashlight
- A small A.M. radio
- Two day's supply of any critical medication
- Spare eyeglasses or contact lenses

It is also a good idea to keep a company roster and contact numbers at home.

FIRE

If you encounter a small fire first pull a fire alarm, then use a fire extinguisher. Pull the pin on the extinguisher, stand 6-8 feet away from the fire, point the nozzle of the extinguisher at the base of the fire, and use a sweeping motion to spray the base of the fire.

EYE IRRITANTS

If you get something in your eye call for help. Flush the eye with cool running water for at least 15 minutes.

POISON

If you ingest something that you suspect is poisonous, call the CA poison control center immediately at **1-800-222-1222**. DO NOT induce vomiting unless instructed to do so.

THE CONSERVATORY

A.C.T.'s conservatory has issues that require different responses in an emergency. The largest factor is that the conservatory is responsible for the care of children who are attending classes, though there are other differences as well.

This section will address certain issues facing the conservatory in an emergency. If a topic is not specifically dealt with in this section please refer to the procedures set forth elsewhere in this document.

M.F.A. STUDENTS

M.F.A. students should follow the same procedures as staff members outlined elsewhere in this booklet.

STUDIO A.C.T. / S.T.C. STUDENTS

It is the responsibility of each teacher to read and understand the procedures in this booklet. In the event of an emergency they must be able to provide basic information regarding emergency and evacuation procedures to their students. In many cases, once the immediate emergency has passed, or the evacuation is complete, an ERT member or Floor Monitor should take over further communication.

During evening classes the guard on duty will contact an ERT member for guidance. Barring this, and provided it is safe to do so, students should be released.

YOUNG CONSERVATORY

In the event of an emergency very special care must be taken to look out for the welfare of Y.C. students.

In the event of an emergency, teachers must take charge of their class and give the students proper direction. Further instructions will come from ERT members, leaders of the Y.C., leaders of the Conservatory, and if needed, senior staff.

If an evacuation is required each teacher must keep his or her class together. All teachers should keep their class contact sheets with them at all times, and should seek help from other adult staff members in assisting the children. **Minor children must not be released into the custody of anyone other than their parent/guardian or another ACT staff member.**

OFF-SITE VENUES

House Management and Stage Management must be thoroughly versed in the emergency procedures for any space in which they are working.

At any off-site venue the responsible manager should obtain the emergency plans for that space. If there are none, the procedures in this booklet should be adopted and modified by the A.C.T. staff person in charge (with ERT input, as needed).

ACTIVE SHOOTER SITUATIONS

Introduction

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in populated areas. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding law enforcement officers. Be aware that the 911 system may become overwhelmed.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. The U.S. Department of Homeland Security outlines the basic response details:

EVACUATE, HIDE OUT, TAKE ACTION

EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

HIDE OUT

If evacuation is not possible, find a place to hide.

TAKE ACTION

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

ACTIVE SHOOTER OUTSIDE/INSIDE BUILDING

Warn Faculty, Staff, Students to Take Shelter

- Try to remain calm
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Turn off lights.
- Close blinds.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Silence cell phones.

Have One Person call 911

- "This is American Conservatory (give your specific address and location) we have an active shooter on campus, gunshots fired."
- If you were able to see the offender(s), give a description of the persons(s) sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity - if known.
- If you observed any victims, give a description of the location and number of victims.
- If you observed any suspicious devices (improvised explosive devices), provide the location observed and a description.
- If you heard any explosions, provide a description and location.

Wait for All Clear

- Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear."
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

ACTIVE SHOOTER ENTERS OFFICE/CLASSROOM

Try Not to Provoke the Active Shooter

- Try to remain calm
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, give your specific address and location and provide the information listed in the first guideline.
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

ACTIVE SHOOTER ENCOUNTERED OUTSIDE

Move Away from Active Shooter

- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911, give your specific address and location, and provide the information listed in the first guideline.

RESPONSE TO LAW ENFORCEMENT

What to Expect

- The objectives of responding police officers are:
- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.

Investigation

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear.

The officers may be armed with rifles, shotguns or handguns. Do exactly as the officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

30 GRANT FLOOR MONITORS

The 30 Grant offices have assigned floor monitors and it is their job to assist in any evacuation or other emergency to help manage the situation.

7th Floor

Allie Moss	Artistic Administrator
Christine Miller	Associate Director of Marketing
Amy Dalba	Associate General Manager
Coralyn Bond	Executive Assistant
Thom Morgan (Early)	IT Director

8th & 9th Floors

Pending	Facilities Manager
Jamie McGraw (WE)	Associate Facilities Manager
Leo Benavente	Facilities Crew Member
Curtis Carr (WE)	Security
Jessie Nightchase (WE)	Security

Conservatory – 7th Floor

Jack Sharrar	Dir. Of Academic Affairs
Dan Kolodny	Conservatory Manager
Chris Herold (WE)	Director STC
Jill MacLean (WE)	Y.C. Director
Mark Jackson (WE)	Director Studio ACT

Conservatory – 8th & 9th Floors

Vanessa Flores	Conservatory Associate
Emily Hannah	Associate – YC/Studio ACT

(WE): indicates nights and weekends
(Early): indicates hours before 10am

EVACUATION PROCEDURE – 30 Grant Avenue

It is A.C.T.'s policy to evacuate when an alarm goes off FOR ANY REASON.

Floor Monitors are all trained in the proper response to such alarms. All others should evacuate immediately in a calm and efficient manner.

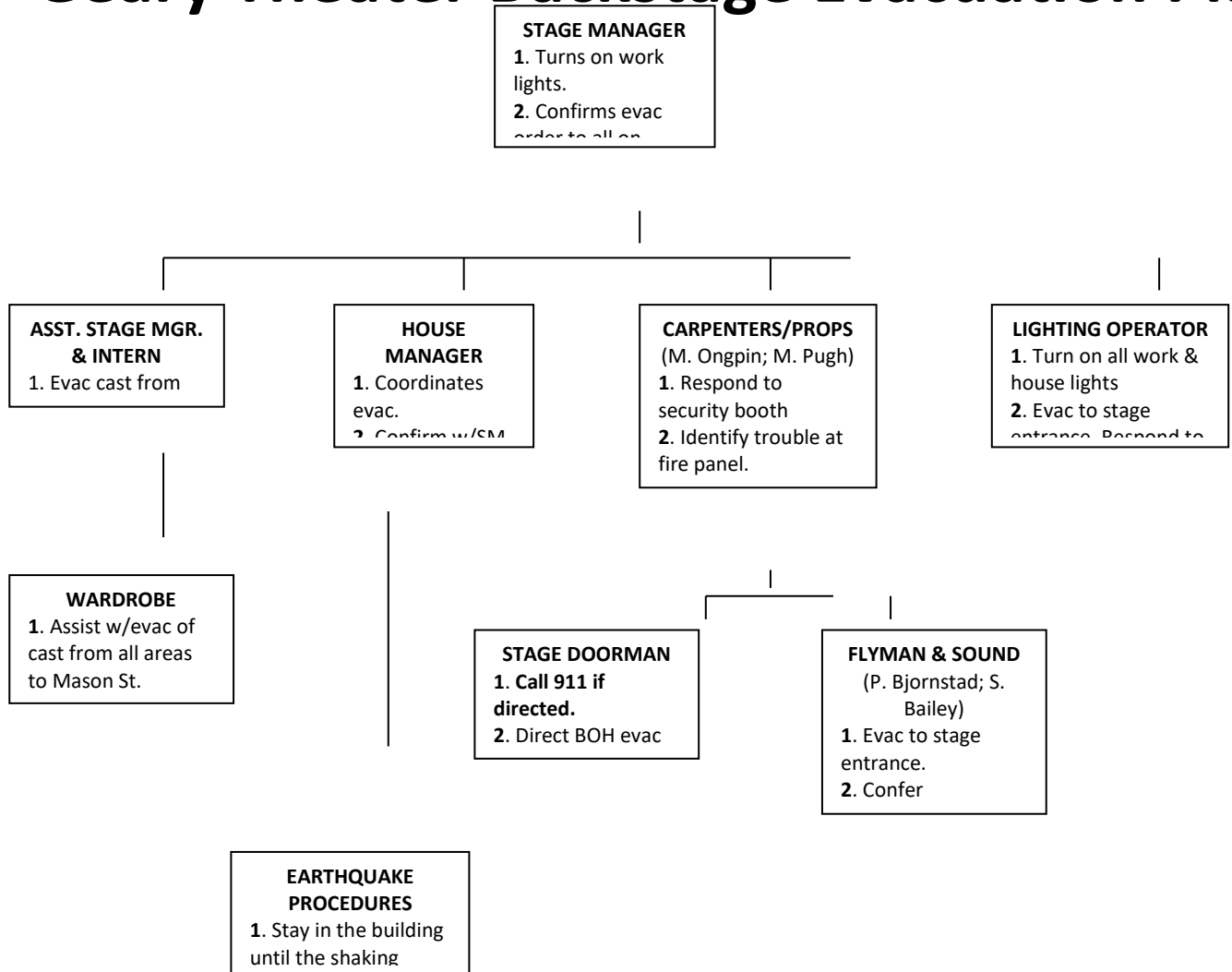
- DO NOT USE ELEVATORS
- CLOSE ALL DOORS BEHIND YOU
- PLACE POST-IT-NOTES ON OFFICE AND HALLWAY DOORS AS CLOSED
- FIRST RESPONDERS WILL KNOW THOSE AREAS HAVE BEEN CLEARED
- DO NOT OPEN A DOOR WITHOUT FIRST FEELING IT FOR HEAT
- IF YOU ENCOUNTER SMOKE, STAY LOW; LOOK FOR AN ALTERNATE EXIT
- KNOCK ON BATHROOMS TO ANNOUNCE THE EMERGENCY
- LIBRARY VOLUNTEERS MAY REQUIRE SPECIAL ASSISTANCE
- SOME MAY BE UNABLE TO WALK DOWN 7 FLIGHTS OF STAIRS
- ASK THEM TO STAY IN THE 7TH FLOOR ELEVATOR LOBBY
- PROVIDE A CHAIR IF POSSIBLE
- THEY'VE BEEN PROVIDED WITH EAR MUFFLERS TO BLOCK THE ALARM SOUNDS
- TELL THEM YOU'LL ALERT FIRST RESPONDERS THEY ARE UPSTAIRS
- EXIT THE BUILDING AS QUIETLY AND CALMLY AS POSSIBLE
- REMIND FIRST RESPONDERS LIBRARY STAFF ARE ON THE 7TH FLOOR
- WHOEVER LEAVES LAST ALERTS FIRST RESPONDERS OR BUILDING MGT
FLOORS 7-9 ARE CLEAR (Leo/Denys)

If possible, exit with those from your immediate work area. Once you reach the street please congregate together at the assembly area which is located diagonally across from the building on the North West side of Geary and Grant.

Floor Monitors will count heads for possible missing people. DO NOT GO BACK INSIDE in search of people. Inform a Floor Monitor, Police, or Firefighter if someone is missing.

Do not re-enter the building until it has been cleared by a member of the Emergency Response Team, Fire, or Police authority.

Geary Theater Backstage Evacuation Plan



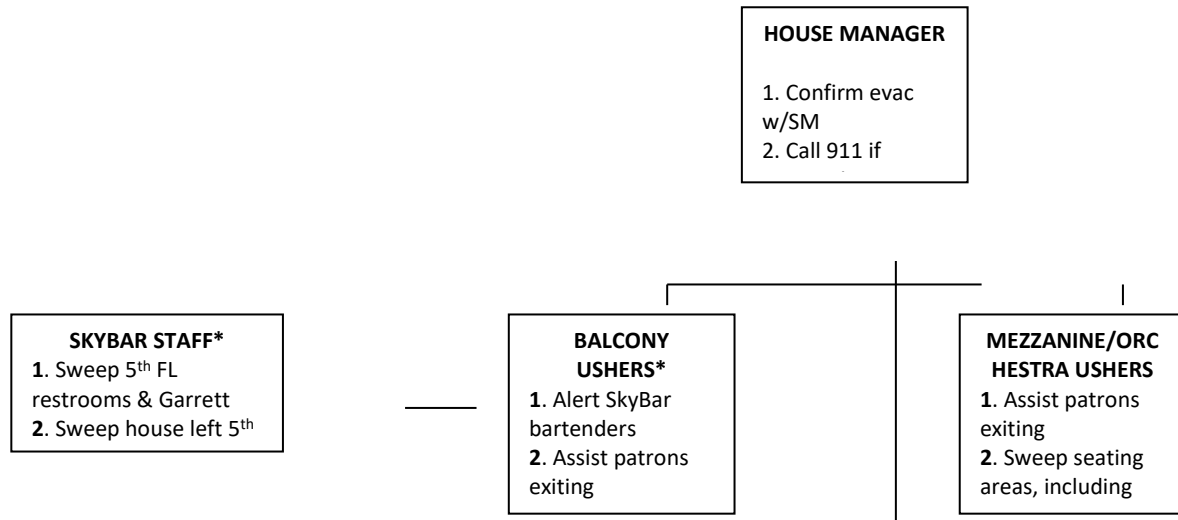
EMERGENCY EVACUATION SCRIPT

Ladies and Gentlemen (REPEAT). May I have your attention please. We need to clear the auditorium at this time. Please stand, close your seats, and quietly proceed to the nearest exit. From there, continue out of the building. Please do not use the elevators. If you need assistance, please let an usher know. Thank you for your cooperation.

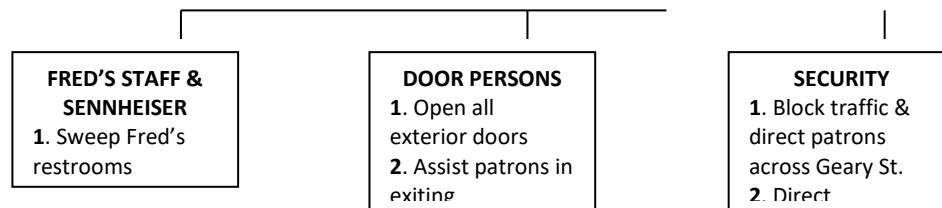
IN THE EVENT OF AN EMERGENCY

- Everyone assigned a radio switches to the emergency channel, CH. 1.
- If an alarm goes off, evacuation starts immediately - DO NOT WAIT.
- Use radios as little as possible - keep them clear for important communication.
- Do not use headsets for communication after initial evacuation order has been given.
- Sweep all areas before leaving the building.

Geary Theater FOH Evacuation Plan



*If bartending staff is gone for the night,
Balcony ushers sweep entire 5th floor & Garrett.



EARTHQUAKE PROCEDURES

1. Stay in the building until the shaking stops.
2. If shaking is severe, take cover and direct patrons to do the same.
3. When it is safe to do so, begin evacuation **if necessary**.

IN THE EVENT OF AN EMERGENCY

1. BOH crew with radios switch to emergency channel, CH 1. **USHERS USE CH 3.**
2. If an alarm goes off, evacuation starts immediately – DO NOT WAIT.
3. KEEP RADIOS CLEAR FOR IMPORTANT COMMUNICATION.
4. Do not use Clear Com for communication after initial evacuation order has been given.
5. SAFETY PERMITTING, all areas must be checked before leaving the building.
6. Do not prop open doors.
7. Remind patrons not to use elevators.

RADIO CHANNELS

- CH 1 – BOH Emergency
- CH 2 – Production
- CH 3 – FOH
- CH 4 – FOH Back-up

FIRE PANEL PROCEDURE - 415 Geary Street

Fire Panel Watch Guard arrives one hour and a half prior to performance time

Fire panel placed in "test" mode 30 minutes prior to performance time

Sign is placed on fire panel indicating it is "offline" and in "test" mode

Call made to Convergent to alert panel is being taken "offline" and placed in "test" mode (800.458.4519); (Acct#-CT0123)

Fire panel will automatically print a report for each activity of the panel including when it's placed in "test" mode

If alarm is activated, the fire panel will produce an audible tone

A digital read-out will also illuminate on the panel as to the location of the "trouble"

Front of House Manager will be alerted via radio on channel 3 as to the location of the "trouble"

Security will immediately investigate "trouble" location

Fire panel will be acknowledged and silenced temporarily

Fire panel will automatically print a report for each activity of the panel including all "trouble" alerts

If the "trouble" is found to be FALSE, the fire panel will be cleared

Once the performance is over, the fire panel is returned to normal function

Call made to Convergent to alert panel has been returned to normal function (800.458.4519); (Acct#-CT0123)

Sign is removed from the fire panel

Fire panel will automatically print a report for each activity of the panel including when it's returned to full function

If the "trouble" is found to have MERIT, the full panel will be alarmed in all locations of the building

The Fire Panel Watch Guard will call 911

Front of House Manager will coordinate an immediate evacuation of the building

Stage Management is alerted regarding evacuation and house lights are turned on

An announcement is made to the patrons that the auditorium needs to be cleared at this time

All personnel switch radios to channel 1

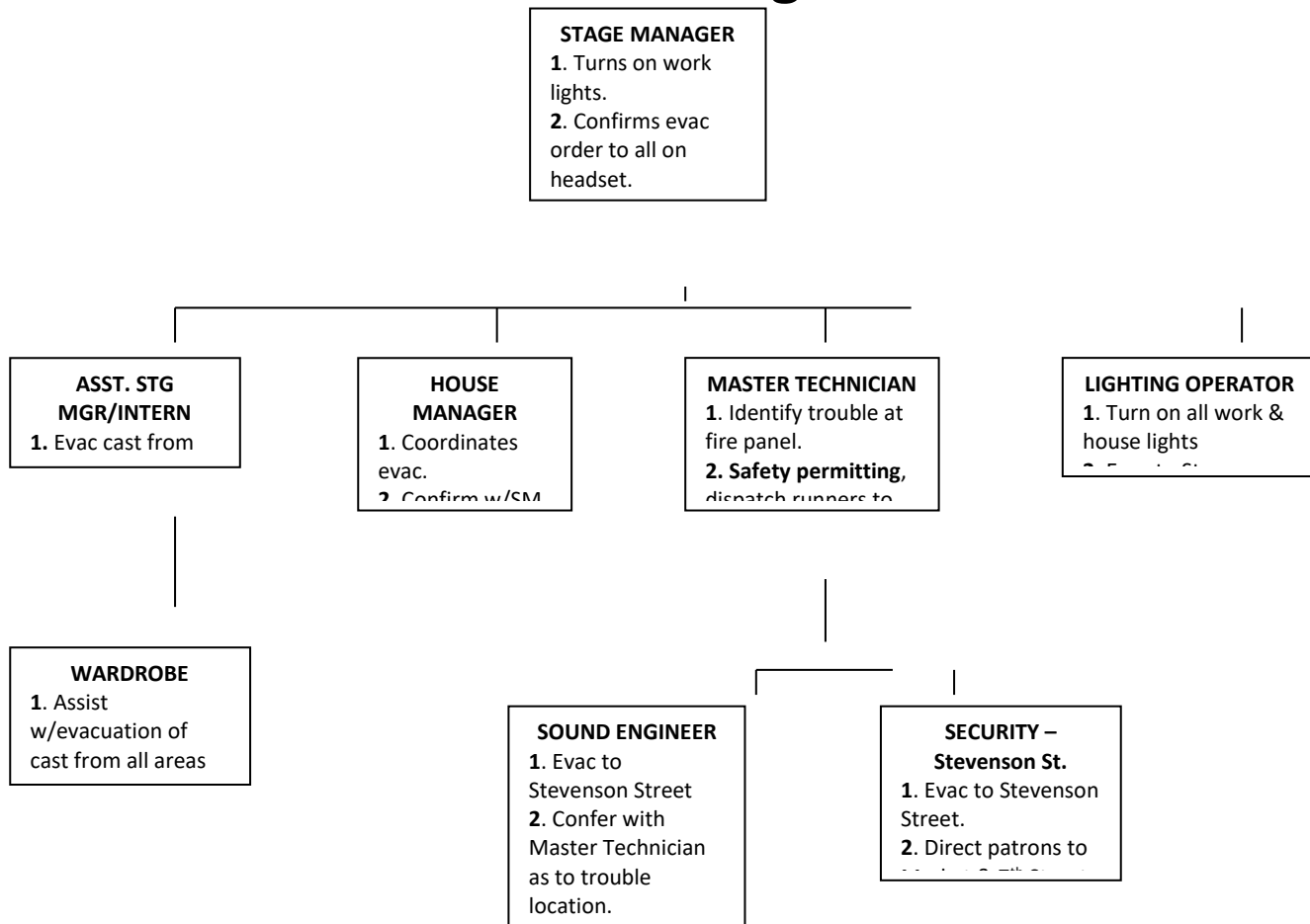
Fire Panel Watch Guard will direct emergency personnel upon arrival

Copy of A.C.T.'s Emergency Response Plan (ERP) is located near the fire panel

The ERP includes all full evacuation plan details and emergency phone numbers

Fire panel will automatically print a report for each activity of the panel including when full alarm mode is activated

Strand Theater Backstage Evacuation Plan



EARTHQUAKE PROCEDURES

1. Stay in the building until the shaking stops.
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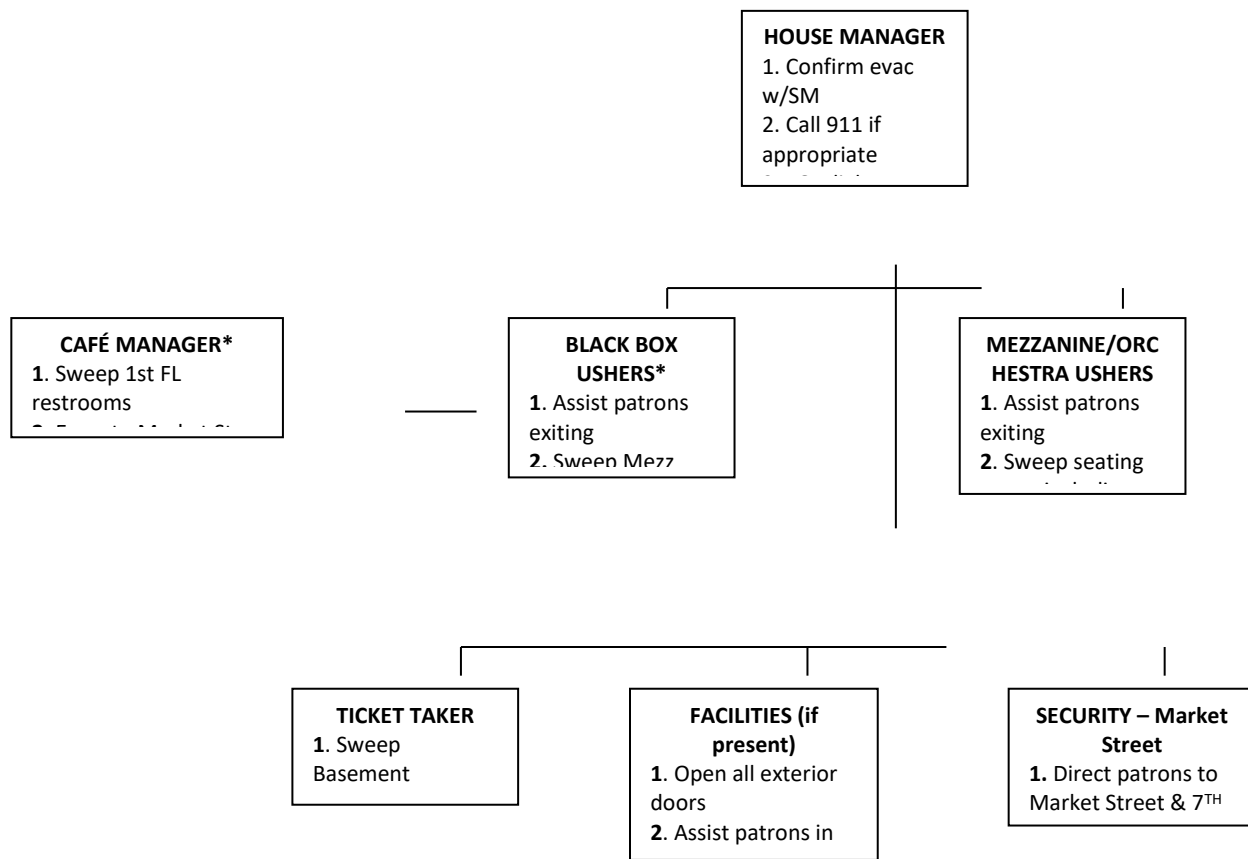
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Strand Theater FOH Evacuation Plan



EARTHQUAKE PROCEDURES

1. Stay in the building until the shaking stops.
2. If shaking is severe, take cover and direct patrons to do the same.
3. When it is safe to do so, begin evacuation **if necessary**.

IN THE EVENT OF AN EMERGENCY

1. BOH crew with radios switch to emergency channel, CH 1. **USHERS USE CH 3.**
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RADIO CHANNELS

- CH 1 – BOH Emergency
- CH 2 – Production
- CH 3 – FOH
- CH 4 – FOH Back-up

Costume Shop Theater Evacuation Path

17" X 11"

EVACUATION PLAN

1117 MARKET STREET 1ST FLOOR THEATER

8TH STREET 7TH STREET

CALL 911/FIRE/POLICE/MEDICAL

IN CASE OF EMERGENCY, USE STAIRWAY FOR EXIT. **DO NOT** USE ELEVATORS.

PERSONS WITH DISABILITIES

SHALL CALL 911, REPORT THEIR LOCATION, PROCEED TO THE NEAREST EXIT AND AWAIT ASSISTANCE.

EVACUATION PLAN

1117 MARKET STREET 1ST FLOOR THEATER

8TH STREET 7TH STREET

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