

# **Emergency Action Plan for:**

## **School of Performing Arts – 1994 Hall, Minsky Hall, Hauck Auditorium**

### **Background**

The major hazard(s) within **Class of 1944 and Hauck Auditorium** is (are):

<b>Hazard</b>	<b>Location</b>
Fire	Entire Building
Chemical Spill	Entire Building
Fall into Paint Frame Pit	Back of scene Shop

This is an Emergency, immediately CALL 911 & inform them that access is via museum storage area.

### **The evacuation alarm is sounded with a Horn/Strobe Light**

### **Emergency Procedures**

In the event that you:

1. Discover a fire or chemical spill emergency;
2. Smell smoke or the odor of burning or abnormally hot material; or
3. The alarm is sounded.

You shall:

1. Verbally warn others in the area.
2. Activate the Fire Alarm system. (Pull stations near the exits.)
3. If your workspace is not currently involved and you can do so safely: Shut windows and close the door tightly behind you as you leave.
4. Evacuate the building; **do not use an elevator**, conducting a minimal sweep for visitors and students on the way out.
5. If you discovered the fire or chemical spill emergency **Call 911** (Cell phone call 581-4040) from a safe place and inform them of what has happened.
6. Assemble at the rally point and account for all employees.
7. Brief the Fire Department of concerns upon their arrival.
8. Remain outside of the building until the all clear is given by the authorities.

### **Exit Pathways**

(see attached building map, and/or attend training)

### **Rally Points**

The rally point for 1944 Hall is the entrance to Shibles Hall in good weather and the First floor hallway of Shibles Hall in inclement weather. The rally point for Hauck Auditorium House and Lobby is the Union Lobby near Information Desk or the Bus Circle.

At the Rally Point an accounting of employees/students will be taken by: the most senior of the staff available. If people cannot be accounted for, inform the Emergency Responders.

The following have been designated evacuation coordinator(s):

Birdie Sawyer-Facility Manager, MJ Sedlock-Technical Director, Various-House Managers

## **Employees authorized to remain behind to operate or shut down critical operations**

**NONE**

### **Use of Emergency Equipment**

Although it is policy to evacuate in case of a fire, circumstances may dictate that a fire extinguisher is needed. **DO NOT** use a fire extinguisher unless:

1. You have been trained in the **hands-on** use of an extinguisher within the last three years.
2. You are able to put out the fire without endangering yourself or others.
3. You have an open path of escape at all times

### **Personal Injury Emergency Procedures**

In the event that:

1. You are injured.
2. Come upon an injured person.
3. Encounter what you suspect to be blood or other bodily fluids.

You shall:

1. Call **911** (Cell phone call 581-4040) and inform them what has happened.
2. If the victim is other than yourself administer first aid only if you are currently certified and are using the proper personal protective equipment.
3. If the situation involves suspected blood or other bodily fluids and no victim still call Public Safety at **911** (Cell phone call 581-4040) and inform the dispatcher. Keep people away from the suspected bodily fluid. (**DO NOT attempt a clean-up on your own.**)

### **Prevention/Follow-up**

- Periodic safety audits will be conducted by the employees and safety coordinator reducing the risks of hazards within the work spaces.
- Once the emergency situation has been mitigated, an incident investigation will be completed, and corrective measures will be implemented to prevent future recurrence of the problem.
- If an injury is involved then file a first report of injury with Human Resources.

### **Implementation and Maintenance**

- This plan will be reviewed, trained, and exercised when the plan is first implemented, whenever a new employee is hired, when changes necessitate, or at least once a year. The training will consist of providing a copy of the Emergency Action Plan and evacuation map to the employee, explaining procedures, walking through an evacuation, and answering any questions the employee has.
- Evacuation drills will also be conducted.
- The person(s) responsible for updating and training this Emergency Action Plan is(are) Birdie Sawyer, Facility Manager, MJ Sedlock, Technical Director

### **Further information on Emergency Actions**

Call the Department of Safety & Environmental Management at 1-4055.

# Emergency Action Plan for: School of Performing Arts – Cryus Pavilion Theatre

## Background

The major hazard(s) within **Cyrus Pavilion Theatre** is (are):

<b>Hazard</b>	<b>Location</b>
Fire	Whole building
Falling objects	Stage area
Explosion	Whole building
Chemical release	Whole building

**The evacuation alarm is sounded with a Buzzer**

## Emergency Procedures

In the event that you:

1. Discover a fire or chemical spill emergency;
2. Smell smoke or the odor of burning or abnormally hot material; or
3. The alarm is sounded.

You shall:

1. Verbally warn others in the area.
2. Activate the Fire Alarm system. (Pull stations near the exits.)
3. If your workspace is not currently involved and you can do so safely: Shut windows and close the door tightly behind you as you leave.
4. Evacuate the building; **do not use an elevator**, conducting a minimal sweep for visitors and students on the way out.
5. If you discovered the fire or chemical spill emergency **Call 911** (Cell phone call 581-4040) from a safe place and inform them of what has happened.
6. Assemble at the rally point and account for all employees.
7. Brief the Fire Department of concerns upon their arrival.
8. Remain outside of the building until the all clear is given by the authorities.

## Exit Pathways

(see attached building map, and/or attend training)

## Rally Points

The rally point is Lawn on Sebago road side in good weather and the Winslow hall entrance in inclement weather.

At the Rally Point an accounting of employees/students will be taken by: the most senior of the staff available. If people cannot be accounted for, inform the Emergency Responders.

The following have been designated evacuation coordinator(s):

Birdie Sawyer-Facility Manager, MJ Sedlock-Technical Director, Various-House Managers

## **Employees authorized to remain behind to operate or shut down critical operations**

**NONE**

## **Use of Emergency Equipment**

Although it is policy to evacuate in case of a fire, circumstances may dictate that a fire extinguisher is needed. **DO NOT** use a fire extinguisher unless:

1. You have been trained in the **hands-on** use of an extinguisher within the last three years.
2. You are able to put out the fire without endangering yourself or others.
3. You have an open path of escape at all times

## **Personal Injury Emergency Procedures**

In the event that:

1. You are injured.
2. Come upon an injured person.
3. Encounter what you suspect to be blood or other bodily fluids.

You shall:

1. Call **911** (Cell phone call 581-4040) and inform them what has happened.
2. If the victim is other than yourself administer first aid only if you are currently certified and are using the proper personal protective equipment.
3. If the situation involves suspected blood or other bodily fluids and no victim still call Public Safety at **911** (Cell phone call 581-4040) and inform the dispatcher. Keep people away from the suspected bodily fluid. (**DO NOT attempt a clean-up on your own.**)

## **Prevention/Follow-up**

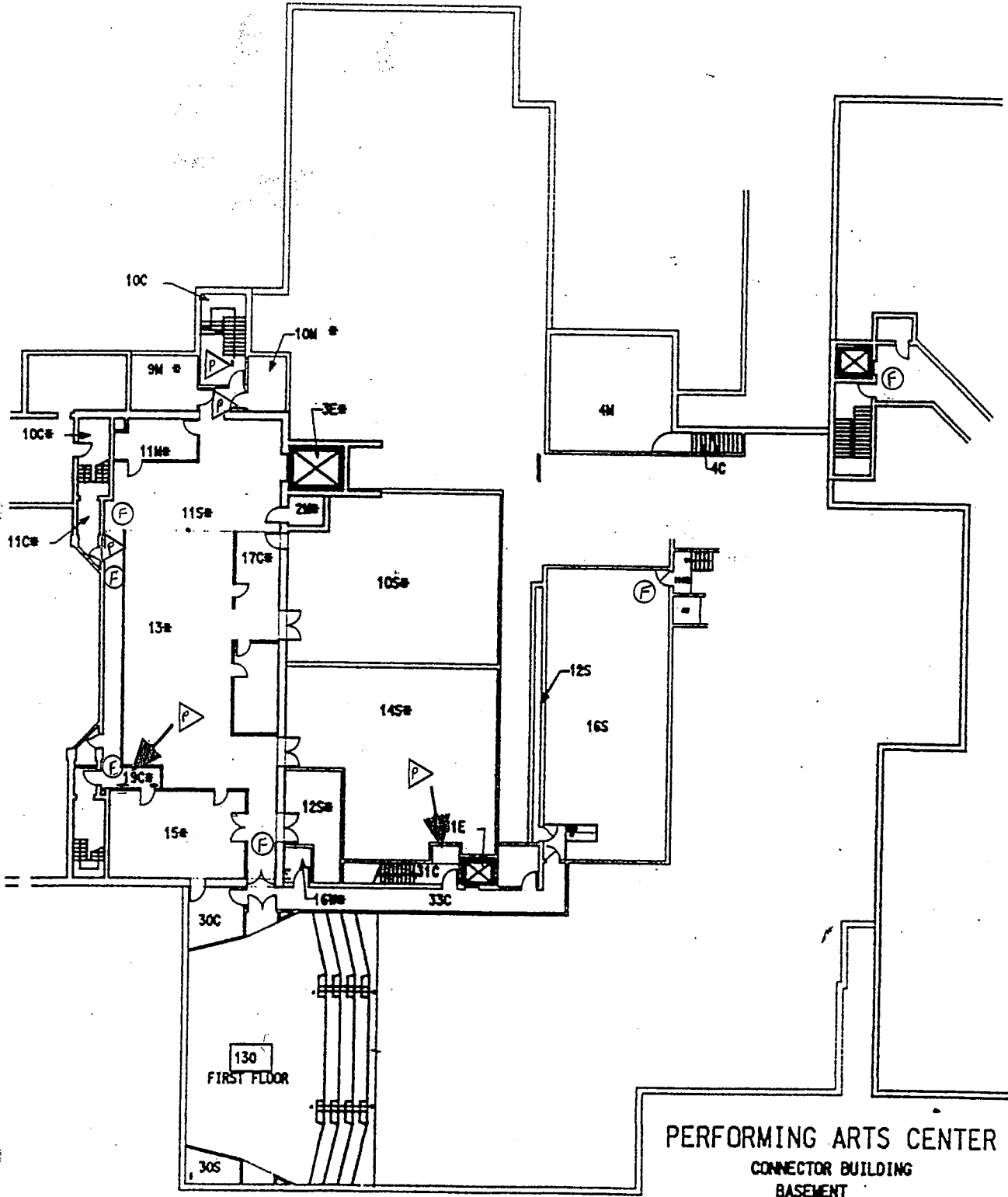
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- Once the emergency situation has been mitigated, an incident investigation will be completed, and corrective measures will be implemented to prevent future recurrence of the problem.
- If an injury is involved then file a first report of injury with Human Resources.

## **Implementation and Maintenance**

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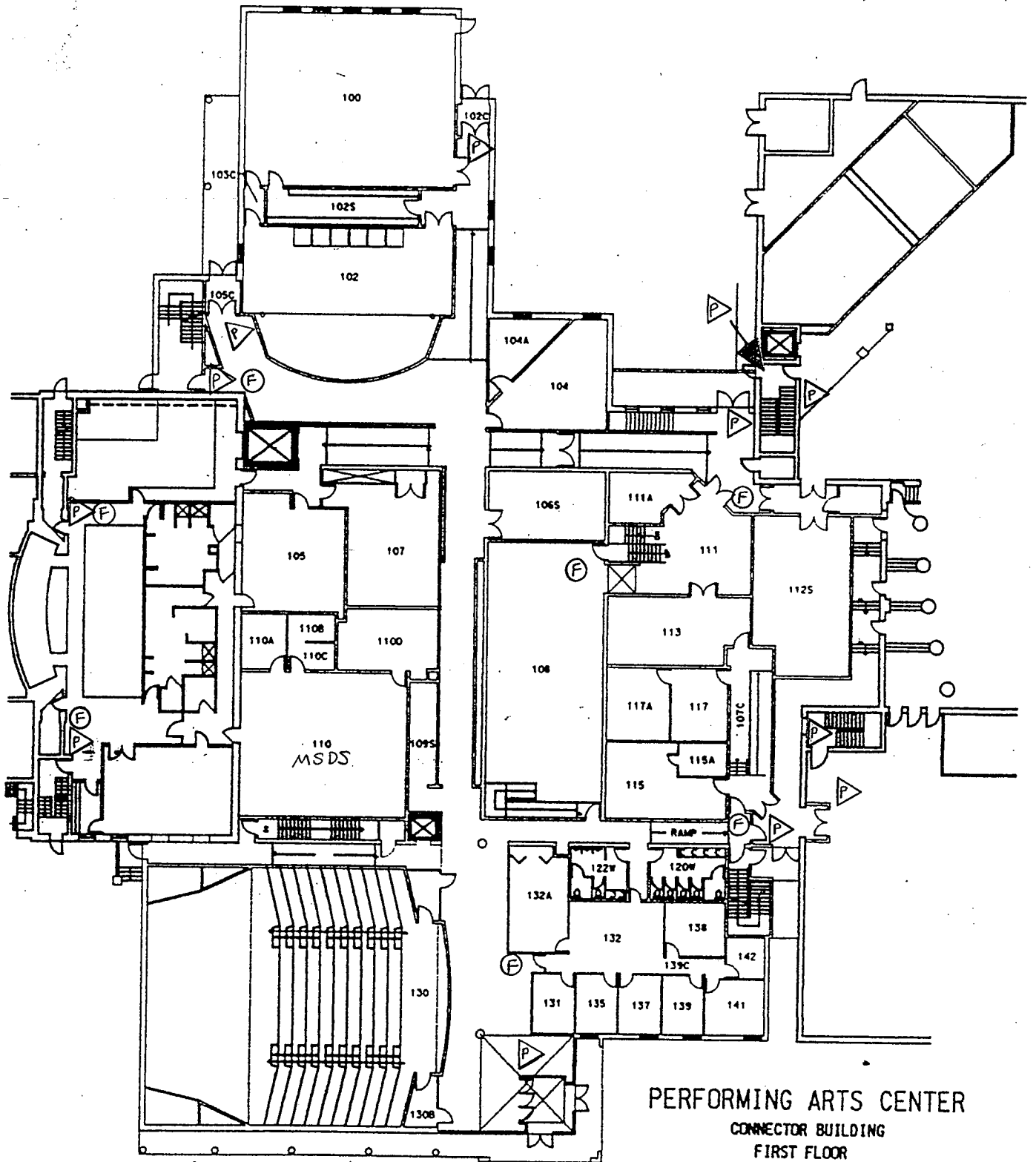
## **Further information on Emergency Actions**

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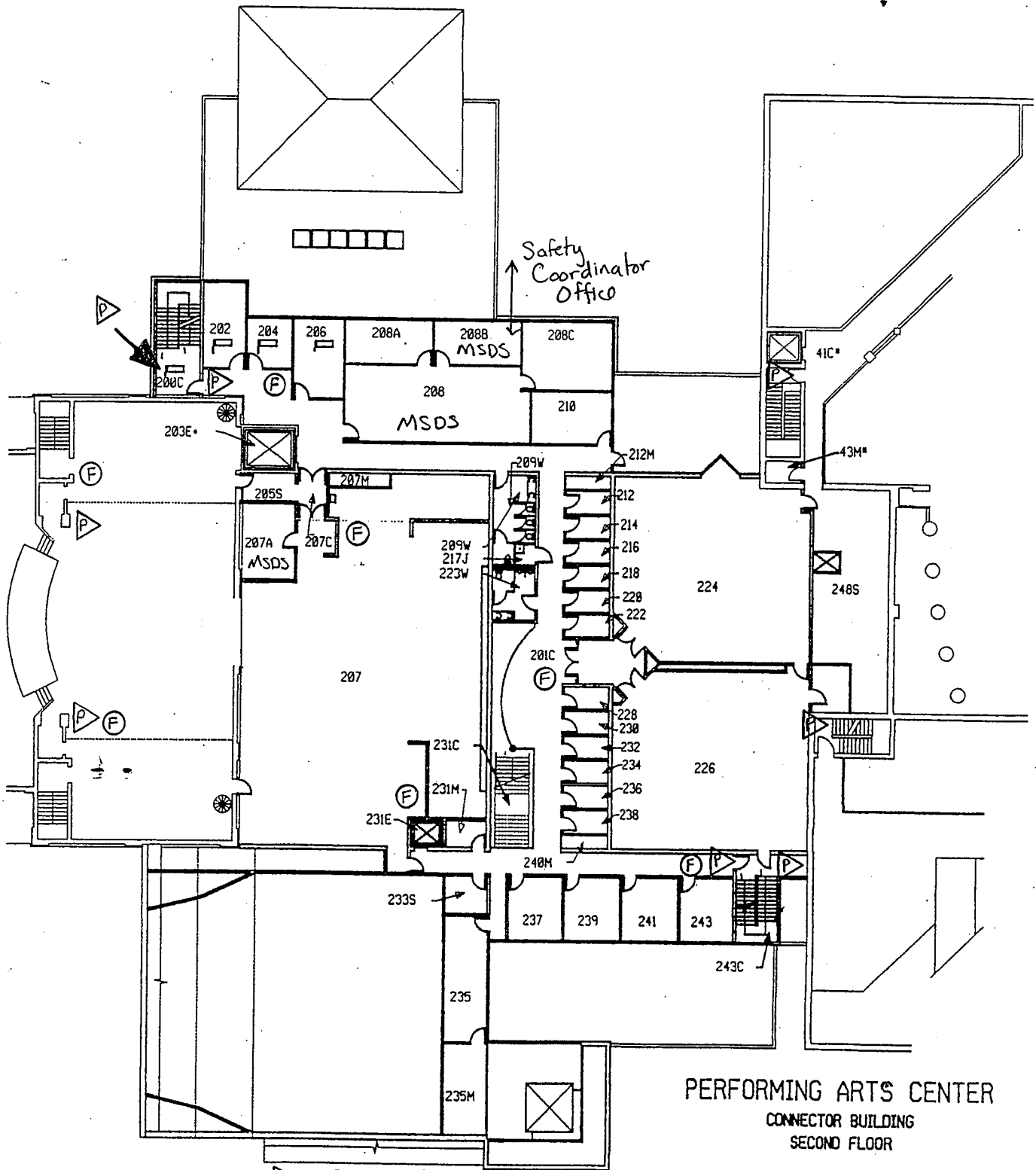
P = Pull Station for Alarm  
 E = Fire Extinguisher

PERFORMING ARTS CENTER  
 CONNECTOR BUILDING  
 BASEMENT



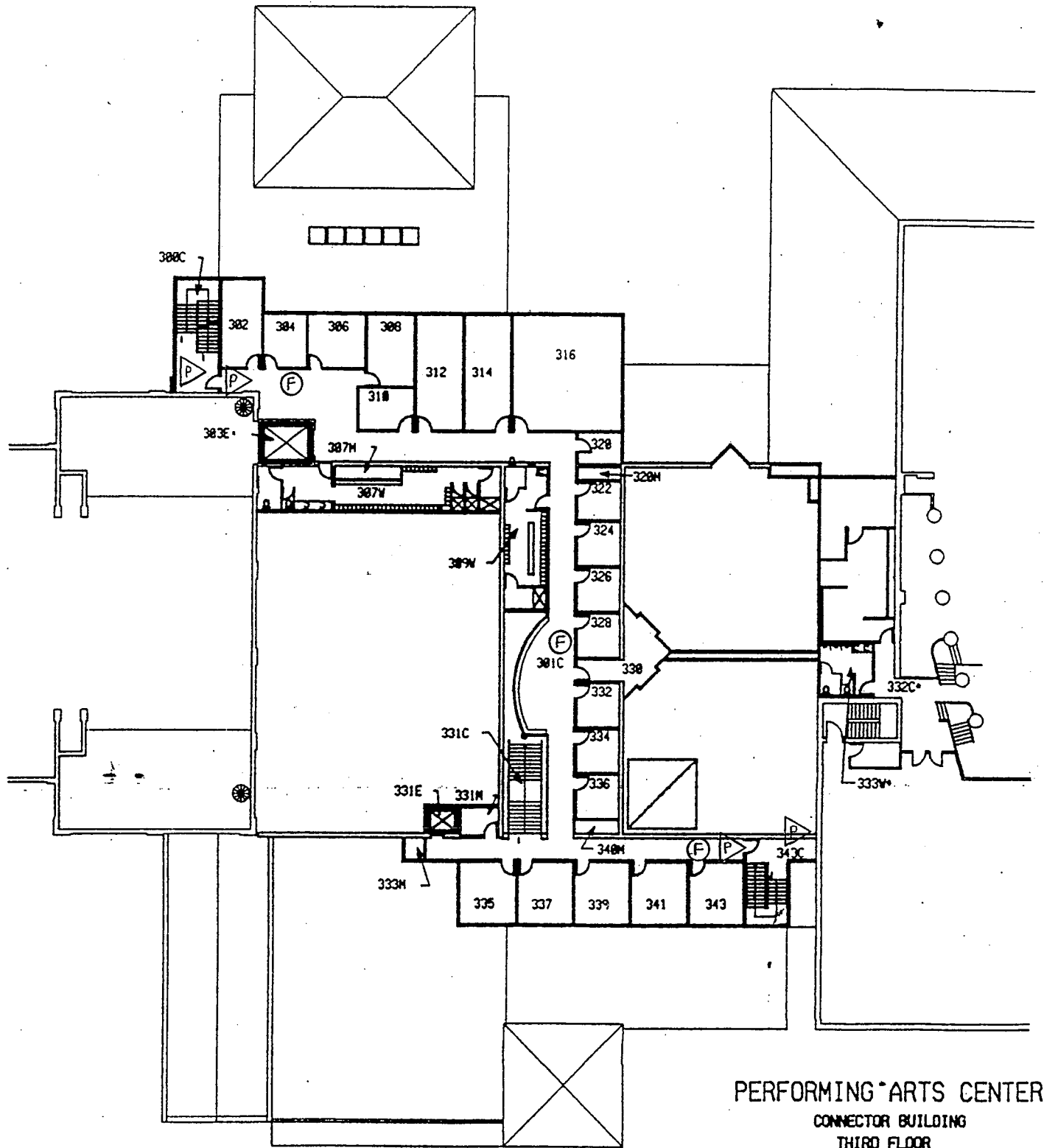
PERFORMING ARTS CENTER  
CONNECTOR BUILDING  
FIRST FLOOR

▲ = Pull Station for Alarm  
 ⊕ = Fire Extinguisher



PERFORMING ARTS CENTER  
CONNECTOR BUILDING  
SECOND FLOOR

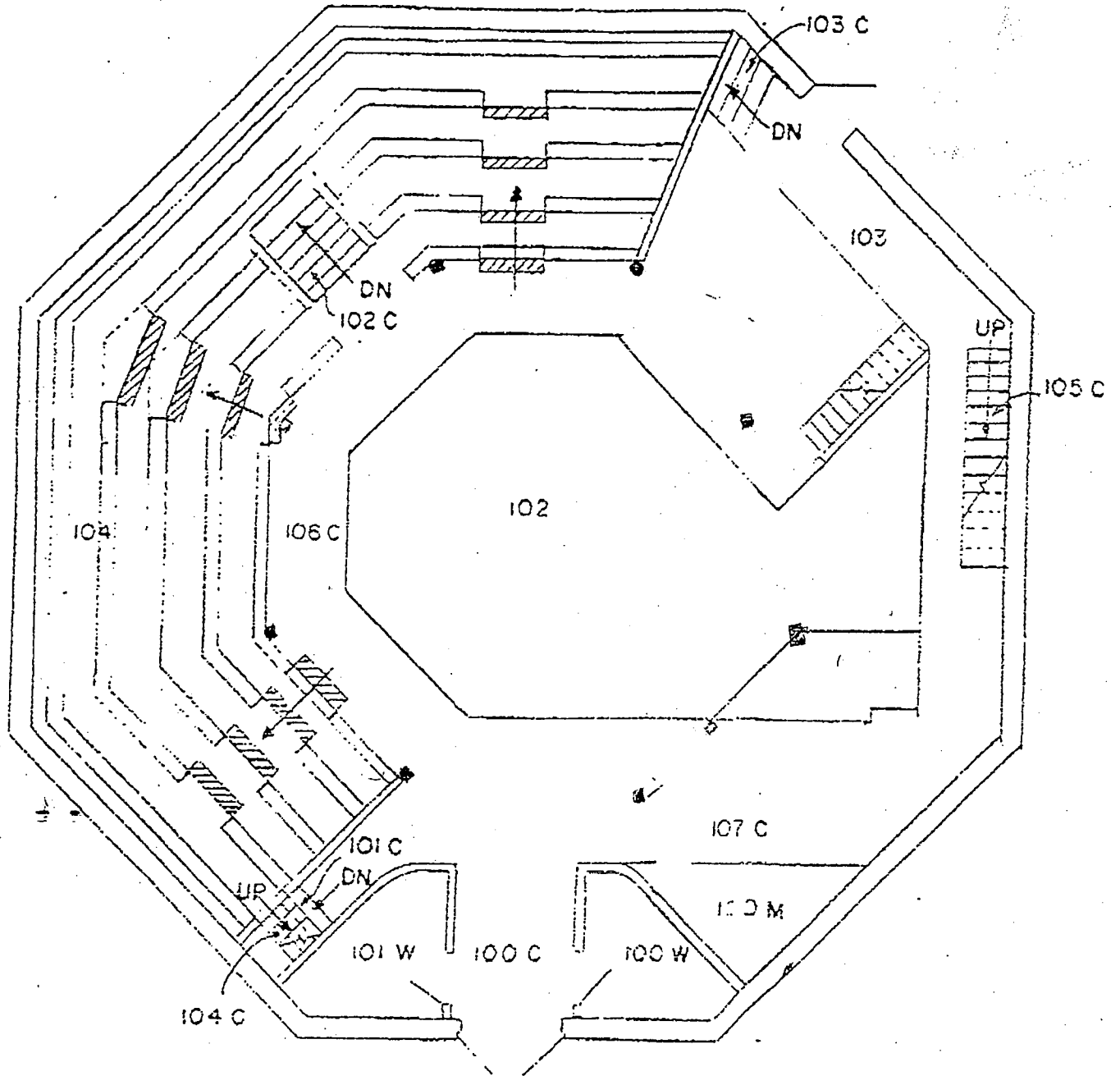
▷ = Pull Station for Alarm  
⊙ = Fire Extinguisher



PERFORMING ARTS CENTER  
CONNECTOR BUILDING  
THIRD FLOOR

▷ = Pull Station for Alarm  
⊕ = Fire Extinguisher





GROUND FLOOR PLAN

