



EMERGENCY RESPONSE PLAN

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v. 9/2014

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!**

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".

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 Geary Theatre 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

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.

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.

BOMB THREAT

Avoid panic - it is important that the public remain calm. Inform an ERT member, the House Manager, or the Stage Manager. They will evacuate the building as needed. DO NOT open or touch any suspicious items - make note of their location and pass this information on to emergency personnel.

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 the Geary 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.

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.

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 (Costume Shop Theater, Zeum etc.)

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).

COMMUNICATIONS

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.**

Members of the ERT, Floor Monitors, and Senior Staff have emergency call lists that they will use for communication. This includes establishing the "chain of command" for critical decision making.

EMERGENCY PHONE NUMBERS

SFPD / FIRE /AMBULANCE: 911 (553-8090 from 415 cell phones)
PG&E EMERGENCIES: 1-800-743-5000
POISON CONTROL: 1-800-876-4766
A.C.T. MAIN SWITCHBOARD: 415-439-2400
BOX OFFICE PUBLIC LINE: 415-749-2228
SCENE SHOP PUBLIC LINE: 415-439-2372
COSTUME SHOP: 415-439-2375

Staff Cell Phone Numbers (partial list) (415 area code when not listed)

To call 911 from cell phones in SF: 415 553-8090

In the event of an emergency, turn on your cell phone!

Don-Scott Cooper 917 628-3180
Jessie Amoroso 572.6687
Jeffrey Warren 828.242.8638
Mark Luevano 810-1358
Jamie McGraw 572-4245
Thom Morgan 533-4243
Joone Pajar 650 580-6373

Carey Perloff 265-7293
Amy Hand 404-805-0654
Ellen Richard 917 673-2084
Andrew Nielsen 414.915.3108
Mark Rucker 213 700-4477
Kate Stewart 510 917-1312
Jonathan Templeton 415 601-0073
David Newcomb 617-833-7891

EMERGENCY PHONES

These phones should work in the event of a **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

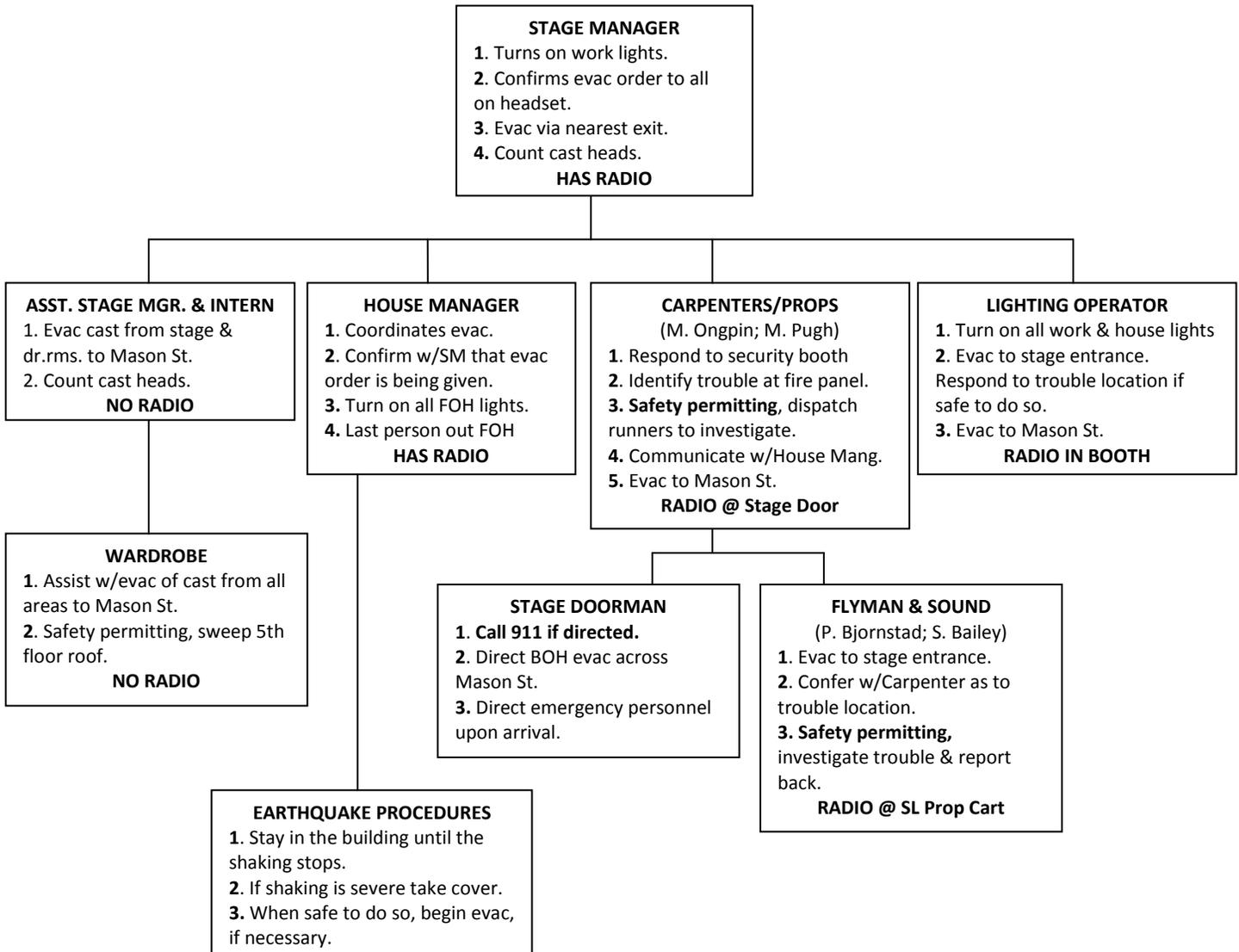
Costume Shop Theater: 864-8220

Scene Shop: 439-2372

*Scene Shop Fax: 285-2967

*Prop/Scenic Art Fax: 749-2232

Geary Theater Backstage Evacuation Plan



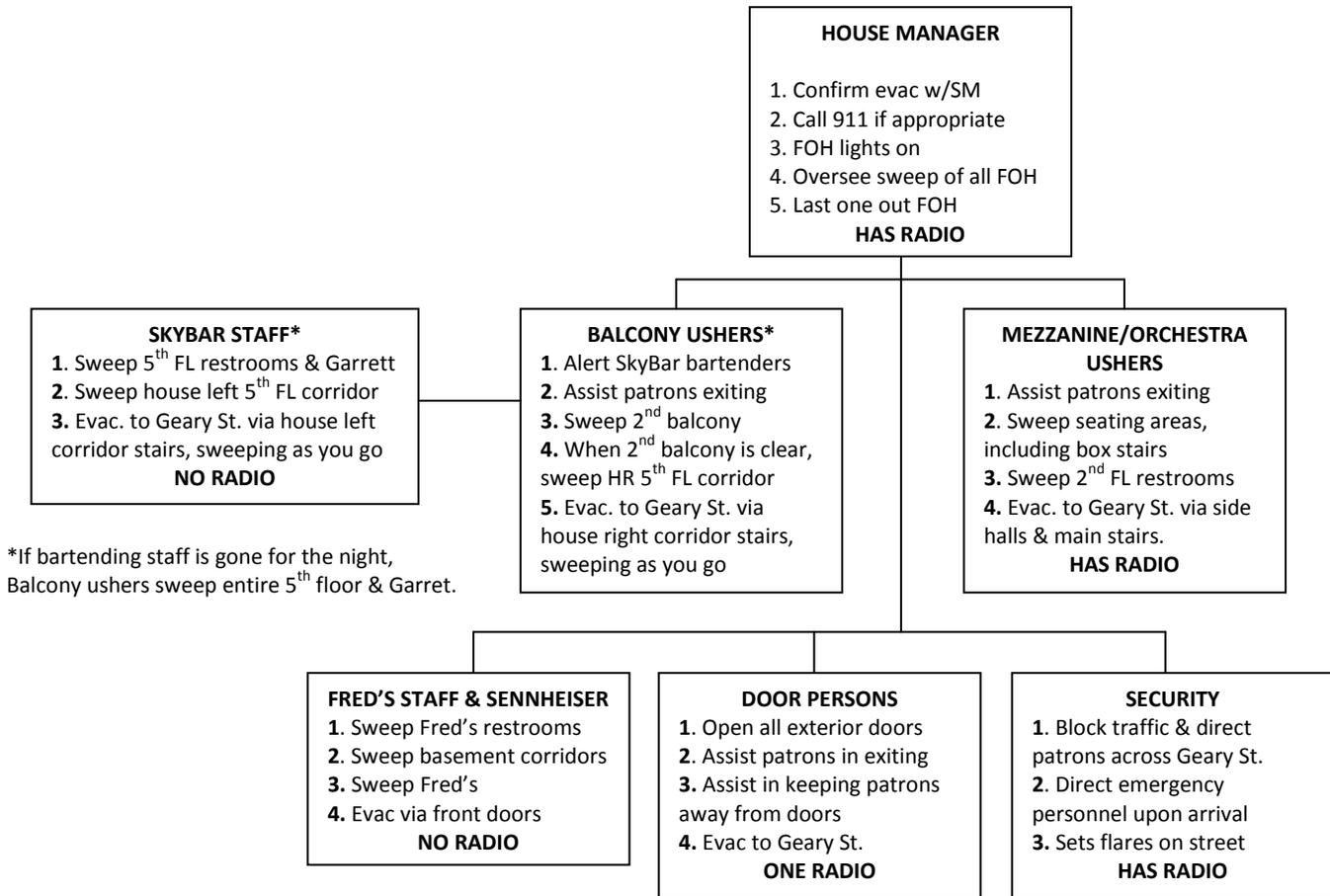
EMERGENCY EVACUATION SCRIPT

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



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

EMERGENCY RESPONSE TEAM INFO

The members* of the ERT/Life Safety Committee must assess each individual emergency or threat of emergency, in terms of individual safety and in terms of how their departments may be affected. Members must also report their findings to Executive Management. Executive Management will count on ERTs to help determine overall company response to an emergency.

*Secondary ERTs will be called on when primary members are absent.

Caresa Capaz	C: 533-5065	H: 923-9354
Jackie Bendzinski*	C: 415 225-0613	
Jonathan Templeton	C: 415 601-0073	
Jessie Amoroso*	C: 415-572-6687	H:
<i>Callie Floor</i>	C: 608-1699	
Mark Luevano	C: 810-1358	H: 650-755-6756
<i>Tim Heaney*</i>	C: 510-978-3752	
Thom Morgan	C: 533-4243	H: 209-239-7794
<i>Joone Pajar</i>	C: 650-580-6373	
Facilities	C:	
<i>Santiago Hutchins</i>	C: 415 568-0548	
<i>Jeffrey Warren*</i>	C: 828 242-8638	
<i>Denys Baker</i>	C: 917 902-6165	
Amy Hand	C: 404-805-0624	
Andrew Nielson	C: 414 915.3108	
<i>Jeffery Williams</i>	C: 702-287-5782	
Craig Slaight	C: 734-8270	H: 673-8098
Kate Stewart*	C: 510-917-1312	
David Newcomb	C: 617-833-7891	
<i>Eva Ramos (FOH)</i>	C:	
<i>Jamye Divila (FOH)</i>	C: 510-435-0421	
Richard Mosqueda	C: 415-298-7525	
<i>David Engelmann (BO)</i>	C: 730-7595	H: 674-8841
<i>Joey Rich (BO)</i>	C: 235-3145	

NOTE: Numbers ONLY to be used in an emergency.

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

Kate Stewart	Human Resources Manager
Caresa Capaz	Administrative Associate
Christine Miller	Marketing Manager
Gretchen Margaroli	Producing Associate

8th & 9th Floors

Denys Baker	Administrative Project Manager
Santiago Hutchins	Facilities Department
Curtis Carr (WE)	Security
Jamie McGraw (WE)	Security
Jessie Nightchase (WE)	Facilities Department

Conservatory – 7th Floor

Jack Sharrar	Dir. Of Academic Affairs
Jackie Bendzinski	Conservatory Manager
Chris Herold (WE)	Director STC
Craig Slight (WE)	Y.C. Director
Nick Gabriel (WE)	Director Studio ACT

Conservatory – 8th & 9th Floors

Lizz Guzman	Studio ACT Associate
Jennifer Schwartz	Young Conservatory Associate

(WE): indicates nights and weekends

MISCELLANEOUS INFORMATION

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.

FIRST AID / CPR / NERT

The following people have been trained in First Aid &/or CPR &/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 First Aid or CPR.

NAME	LOCATION	TRAINED
Elizabeth Brodersen	30 Grant, 7 th	NERT
Caresa Capaz	30 Grant, 7 th	CPR/1 st Aid/AED
Thom Morgan	30 Grant, 7 th	CPR, 1 st Aid
Jeffrey Warren	Varies/Geary	CPR/1 st Aid/AED
Jamye Divila	Geary Theater	CPR/1 st Aid/AED
Oliver Sutton	Geary Theater	CPR/1 st Aid/AED