

The University Of Florida School of Theatre and Dance

Building Emergency Plan

Facility Information

Building Name: Nadine McGuire Theatre and Dance Pavilion
Building Address: 687 McCarty Drive
P.O. Box 115900
Gainesville, FL 32611
Building Phone: (352) 273-0500
Building Fax: (352) 392-5114
Website: <http://www.arts.ufl.edu/theatreanddance/>
Building Location: The Theatre and Dance Pavilion is located off of McCarty Drive adjacent to the Reitz Union on the University of Florida campus, building number 687.

Personnel Emergency Information

SoTD - Director: Jerry Dickey
Office Phone: 352-273-0501

SoTD - Master Electrician: Todd Bedell
Office Phone: 352-392-9946
Cell Phone: 352-562-1427

SoTD - Technical Director: Zak Herring
Office Phone: 352-273-0524
Cell Phone: 352-213-1810

SoTD – Director of Operations: Sarah White
Office Phone: 352-273-0526
Cell Phone: 352-359-8427

In case of a disaster affecting the UF campus, for the latest information see
<http://www.ufl.edu>

Emergency Notification:

	Weekdays	Evenings/Weekends
Fire/Police/Medical Emergency:	9-911	9-911
Bomb threat, civil disturbance:	392-1111	392-1111
Florida Poison Information Center:	1-800-222-1222	1-800-222-1222
Suspected Gas Leak:	392-1121	392-1121
Chemical Spill:	392-8400 or 392-1591	392-1111
Biological Spill:	392-1591	392-1111
Physical Plant Work Management:	392-1121	392-1121
Gainesville Fire & Rescue	334-5078	955-1818
Alachua County Fire & Rescue:	384-3101	384-3101
Current Weather and Forecast:	Web Access: http://www.phys.ufl.edu/weather/ Phone: 866-754-5732 (Website is much faster) NOAA Weather Radio- 162.4 FM	

Emergency Notification Procedures

When calling to report an emergency situation, remain as calm as possible. This call should be made immediately. You may be asked the following questions:

- Where is the emergency located?
- What is the emergency?
- How did it happen?
- When did it happen?
- Who are you? (Your name)

Quickly gather as much information as possible that may be useful to the emergency responders. Do not hang up until instructed to do so by the dispatcher.

Give a telephone number or safe location where the emergency responders can meet you, and wait for the responders at that location. If possible, send another person to meet the emergency responders so that you can remain at the phone in case they call back. .

Injuries or Medical Emergencies

If you discover a medical emergency:

1. Send the nearest usher, technician etc. to contact a Supervisor. If there is a crew member with a radio nearby, contact them first, and they can radio for backup.
2. The Supervisor will bring the first aid kit to the site of the emergency, or instruct someone else to do so.
3. The Supervisor will decide whether or not it is necessary to call 911.
4. Administer First Aid/CPR only if you are certified. If you administer First Aid, use all personal safety equipment available as outlined in First Aid training.
5. If required in order to provide necessary aid, the Stage Manager may interrupt an event or performance in progress. If the event must be stopped, the Stage Manager will coordinate the interruption and arrange for a brief announcement to the audience.
6. If a guest (visitor or patron) offers assistance and in your judgment is qualified to render aid, it is appropriate for that person to assist if they are more highly trained (*e.g.* a medical or emergency response professional).
7. Keep the person as comfortable as possible. Disperse any crowd that may have gathered.
8. After removing any immediate hazards, do not touch any evidence that may have contributed to the situation.
9. Take a moment to look the situation over, making a mental note of the scene and those around you.
10. Locate any witnesses. Make sure they know to stay in a specified location so that you can talk to them after the injured person has been attended to.
11. The Supervisor should be introduced to the injured person and then to any witnesses.
12. The Supervisor has a form that needs to be completed, including any information witnesses may have. Any witness (including event staff) will need to sign this form.

Supervisors include Stage Managers, House Managers, Faculty and Staff members

Fire Procedures

The School of Theatre and Dance is equipped with a fire alarm system. If there is a fire in the building, the fire alarm system will activate a voice announcement, along with buzzers and strobes. The sprinkler system is heat activated and will activate only when there is a fire. The system is monitored by the University Police Department: they will be alerted when the alarm is triggered.

If you are the first to discover a fire:

1. **Remove** anyone in immediate danger.
2. **Activate** the nearest fire alarm (pull station)
3. **Confine** the fire by closing doors and windows.
4. **Evacuate or Extinguish** (see evacuation procedures below).

If you are trained in the use of a fire extinguisher,
you have a fire extinguisher ready at hand,
you are certain the fire extinguisher will be effective
(extinguisher is the right type and the fire is small enough),
and you have an avenue of escape away from the fire,
then try to put out the fire. If the fire can not be put out with one extinguisher, evacuate.

If the alarm has been set off:

1. Evacuate the building as soon as the alarm sounds and proceed to the designated meeting place (see evacuation procedures).
2. On your way out, warn others nearby.
3. Move away from fire and smoke. Close doors and windows if time permits.
4. Touch closed doors. Do not open them if they are hot.
5. Use stairs only, do not use elevators.
6. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

The fire department must be contacted immediately, even if the fire seems under control.

Evacuation Procedures – General

1. Stay calm, do not rush, and do not panic.
2. Safely stop your work.
3. Gather your personal belongings, if it is safe to do so.
4. Always take any prescription medications out with you.
5. If safe, close your office door and window, but do not lock them.
6. Use the nearest safe stairs, and proceed to the nearest safe exit. Do not use the elevator.
For those with special needs, staff should:
either provide assistance in getting outside;
or provide assistance to the nearest area of safe refuge or rescue assistance
and ensure notification of emergency response personnel.
7. Proceed to the designated meeting area.
8. Wait for any instructions from emergency responders.
9. Do not re-enter the facility until you have been told to do so by emergency responders

Evacuation Procedures – During an Event

1. The Director and Production Manager should be notified immediately.
 2. During an emergency, staff and ushers must assist patrons and performers in the safe and orderly evacuation of the building.
 3. In an evacuation, all communications will flow through the Stage Manager.
 4. The Stage Manager will notify UPD (352-392-1111) and provide available information.
 5. The Supervisor of the performance ensures that the backstage area is evacuated. Each department head is responsible for making sure their crew is accounted for before exiting the building.
 6. The house lights will be turned on and the fire curtain dropped.
 7. The Stage Manager or supervisor will arrange for an announcement to be made:
“Ladies and gentlemen, it is necessary to interrupt this event. Please assist us by evacuating the facility in an orderly fashion. Ushers will direct and assist you to the nearest available exit. University personnel will provide more information shortly, and the event will be resumed as soon as we are able.”
 8. All performers and crew will exit through the rear of the building.
All front of house personnel and patrons will exit out the front and sides of the building:
 - a. Ushers assist with evacuation, by directing patrons to exits from assigned stations – Ushers who are assigned to special needs patrons are to assist them and their companions to the nearest exit or area of rescue assistance. Ushers should *ask* patrons requiring assistance how the usher may be of assistance to the patron. Special needs patrons on upper levels of the facility should be assisted to an area of rescue assistance (safe refuge, enclosed fire exit stairway/landing), with immediate notification by SoTD staff to emergency response personnel of the location of the special needs patrons.
 - b. Ushers exit after ensuring that their assigned area is clear. House Manager will make a final check, and close the doors.
 - c. After all patrons and ushers have exited, the staff will leave the building. Patrons should be led at least 100 feet away from the building.
 - d. All ushers should meet the House Manager outside immediately after the building has been evacuated.
 - e. If there are child performers, do not attempt to walk them to the front of the building. Keep them grouped and under supervision in back until their parents arrive, or emergency responders instruct you to re-enter the building.
- A building occupant is required by law to evacuate the building when the alarm sounds.
 - Provide informative announcements to patrons to maintain calm and prevent panic.
 - Indicate available alternate exits if exits are blocked.
 - Multiple exits are visible from all areas of the building.

Civil Disturbance/Demonstration Procedures

Always call UPD at 352-392-1111. UPD will advise you as to what course of action is appropriate. Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators.

Criminal or Violent Behavior

If the nature of the criminal act poses immediate danger, call 9-911 immediately. In any instance of any violation of the law such as assault, robbery, theft, etc while at the School of Theatre and Dance, do not take an unnecessary risk. The supervisor on duty should notify UPD (352-392-1111) as soon as possible, and give them the following information:

1. Nature of the incident
 2. Location of the incident
 3. Description of the person(s) involved
 4. Description of the property involved
- Assist the police upon arrival by supplying them with any additional information requested.
 - If you notice other witnesses, ask them to do the same.

Bomb Threat Procedures

A suspicious looking box, package or container near your work area may be a bomb or explosive material. *Do not handle or touch the object.* Move to a safe area and call UPD (352-392-1111) immediately. Use a telephone in a safe area. The person who located the device must remain on the scene. They will need to describe the item and location to the police and bomb technicians.

If you suspect there is a bomb or have received a threat:

1. Do not operate any power switch
2. Do not activate the fire alarm
3. Stop using radios or headsets immediately, and turn off all cell phones

Any of these devices could set off a bomb!

If you receive a bomb threat over the telephone:

1. Stay calm and keep your voice calm.
2. Pay close attention to details. Keep the caller talking as long as possible.
3. Usually, the threat maker will hang up before you can begin an interview. However, if they remain on the line, ask the following questions in this order:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your address?
 - What is your name?
4. Document the *exact words* used by the caller.
5. Observe the caller's speech patterns (accent, tone), emotional state, age, gender.
6. Pay attention to any background noise you may hear, such as motors running, music playing, traffic, etc. Gather clues as to the caller's location.
7. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to innocent people. If told that the building is occupied or cannot be evacuated in time, the bomber may give more specific information on the bomb's location, components, or method of initiation.
8. Contact UPD (352-392-1111) as soon as possible. If you are talking to the caller and someone else enters the room, try to signal them to make the call.
9. Follow UPD's instructions, and remain available for interview once they arrive.

If you receive a bomb threat by letter or other written communication:

1. Exercise all caution in handling the communication.
2. Do not touch the letter or envelope after discovering it. This will protect any fingerprints or markings that may have been left behind from the sender.
3. Calls UPD (352-392-1111) immediately, then inform your supervisor.

Any type of bomb threat should NEVER be ignored.

Evaluating a threat:

1. The person receiving the call should consider the following:
 - Was the voice familiar or recognized?
 - Were the background noises familiar and possibly local?
 - Was the threat abrupt (“There’s a bomb”) or was it an attempt to communicate and convince the call taker of its credibility?
2. Next, management must consider the overall conditions of the facility.
 - Are there any controversies surrounding upcoming, current or recent events?
 - Any problems with disgruntled customers, recently terminated employees?
 - Are there any other situations that may either lend credence to the threat, or provide a reason for a threat to interrupt operations?
4. The senior manager or supervisor on site will use this information when consulting with UPD on the next course of action.

If management decides to search the building:

1. The best individual to search any area is the person who works there. The staff will be able to identify an unusual item in their workplace much quicker than a police officer or firefighter. However, an employee who wishes to leave must be allowed to.
2. First, stand quietly and listen for any unusual sounds in the area you are searching. If you hear anything unusual, look at the area in question, using as little movement of items as possible to segregate and hopefully identify the noise.
3. Next, mentally divide the room into search levels- from floor to waist level, from waist to eye level, the ceiling, and finally, hidden areas such as air ducts or drop ceilings. Search the levels one by one with you eyes, minimizing moving of items. Be aware of marks indicating recent access, such as out of place ceiling tiles or damage to paint.
4. As each room is cleared, it should be marked by a piece of white tape with the word “clear” written on it to let others know it has been searched.
5. Whenever possible, the doors and windows should be left open. In the event there is an explosion, this will provide a path for gases of the explosion to vent and lessen damage.
6. The exterior should also be searched.
7. If the threat mentions a specific location, such as a specific trashcan or any type of vehicle, this should not be searched by laypersons. A bomb technician or trained official should be the only individuals to attempt to search them.

If a suspicious item is found:

1. Anything that doesn't belong could be a bomb. It could be a package, a briefcase, a lunch box, etc. Also look for anything resembling dynamite or explosives, anything with a piece of pipe capped or otherwise closed off at the ends, or a swelled plastic bottle or jug.
2. **Do not handle or touch object!**
3. If a suspicious item is identified, an immediate evacuation must be made.

If it is necessary to evacuate:

1. The need to evacuate will be determined by the senior manager or supervisor on site in consultation with UPD. UPD has the authority to require an evacuation.
2. ***Always move the people away from the bomb, never the bomb from the people.***
3. Follow Evacuation Procedures (see page 3).

If there is an explosion:

1. Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders
2. Stay away from windows
3. Do not light matches
4. Move well away from the site of the hazard to a safe location
5. Use stairs only, do not use elevators

Hazardous Materials Procedures

Specific instructions on University policies on hazardous materials can be found at the UF Hazardous Material Management website: <http://www.ehs.ufl.edu/HMM/default.asp>.

If you witness a hazardous spill:

Evacuate the spill site and warn others to stay away. If you believe the spill is life threatening, call 911.

If you know the spill is not life threatening, follow these steps:

1. Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
2. Isolate the spill area to keep everyone away, and post signs as necessary
3. If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
4. If you require assistance to clean up the spill, call UF Hazardous Material Management at 352-392-8400 or UPD (352-392-1111)
5. For assistance in custodial services, call the Physical Plant Work Management at 352-392-1121.
6. If you suspect or witness a release of a hazardous material to the environment, call 352-392-8400 or 352-392-1591 immediately. Call UPD at 352-392-1111 after business hours.

Utility Failure

In the event of a major utility failure:

1. Notify the Physical Plant at 352-392-1121.
2. Notify UPD (352-392-1111)
3. Evacuate if directed to do so by a supervisor (see evacuation procedures).
The Supervisor should direct an evacuation if:
 - An electrical failure impacts lighting or life-safety systems, or
 - An HVAC failure compromises the safety of building occupants.
4. A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life or property. Panic can be partially avoided by decisive action and clear instructions to the public.
5. Note: If desk phones go out, the phone in the elevator will still work.

Elevator Failure

If you are trapped in the elevator (These instructions are posted inside the elevator):

1. Push the emergency telephone button once and release
2. Operator will respond
3. Give the operator your location – elevator #687-2

Flooding/Plumbing Failure

If flooding occurs (due to a plumbing failure or other problem):

1. Cease using all electrical equipment
2. Notify UPD immediately (352-392-1111)
3. UPD will determine if it is necessary to evacuate. (See evacuation procedures)
4. Notify the Physical Plant at 352-392-1121.

Gas Leak

If you smell natural gas:

1. Cease all operations immediately.
2. Do not switch lights or other electrical equipment on or off.
3. Do not use any electrical or electronic equipment (including radios or cell phones)
4. Notify UPD (352-392-1111) and Physical Plant immediately (352-392-1121).
5. Evacuate as soon as possible (See evacuation procedures).

Ventilation Problem

If odors come from the ventilation system:

1. Notify the physical plant (352-392-1121) immediately
2. If necessary, cease all operations and evacuate area (See evacuation procedures)
3. If smoke is present, follow fire procedures as outlined above

Natural Disasters and Hurricanes

1. The term “natural disaster” refers to hurricanes, floods or tornadoes
2. Hurricane Watch - There is a threat of hurricane conditions within 24-36 hours
3. Hurricane Warning - Hurricane conditions (winds of 74 mph or more) are expected in a specified coastal area in 24 hours or less
4. If the University puts the hurricane emergency plan into effect, UPD will contact the facility via the main number (Receptionist).
5. The Stage Manager will inform the cast and crew of the situation.
6. If necessary, the event will be stopped, house lights will come up and the following announcement will be made:

“May I have your attention please? The National Weather Service has issued a Hurricane Watch/Warning for the Gainesville area. Therefore, we are closing the building immediately. Please proceed to the nearest exit in an orderly fashion and leave the building as directed by the ushers. We are sorry for the inconvenience and thank you for the cooperation.”

See Evacuation Procedures.

7. In certain cases (tornadoes), it may be safer for everyone to remain in the building.
8. In the event of a tornado, time is of the essence to get to safety. If an event is being held in Constans Theatre, the Ushers will direct the audience into the Black Box theatre via the house right door. This path will keep patrons away from the windows and provide them with a safe area to wait out the storm. If an event is held in the Black Box theatre, ask patrons to remain in their seats until the danger has passed.
9. Since the front of our building is glass, if winds are exceptionally strong we may be asked to have everyone evacuate through the sides and rear of the building.
10. Once the building has been evacuated and locked, the most senior staff member on site will notify UPD that the building is secure and that the staff has departed.

Documentation

*Any emergency situation must be carefully documented. The Production Manager has Accident Report forms. These forms require witness signatures, and must be filled out immediately after any situation occurs.

School of Theatre and Dance Accident Report

Name of Injured Party: _____ UFID: _____ - _____

Person Filling Out Report: _____

Date: _____ Time: _____

Location: _____

Class or Production: _____

Supervisor or Stage Manager: _____

Witnesses: _____

Briefly Describe Injury: _____

Please Explain Accident in Full Detail (Use Additional Pages if Necessary)

Action Taken: _____

Bomb Threat Recording Form

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____ Estimated Age: _____

Number at which call was received: _____

Length of call: _____

Check caller ID- *69

Callers number: _____

Time: _____ Date: _____

Name of call taker: _____ Signature: _____

UNIVERSITY OF FLORIDA POLICE DEPARTMENT: 392-1111