



VENUE INFORMATION FOR SCHOOLS



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INSURANCE AND STAFFING INFORMATION

PUBLIC LIABILITY INSURANCE

The Centre carries Public Liability Insurance of \$20,000,000 on Policy Number 202204.1210BIA with Berkley Insurance Australia

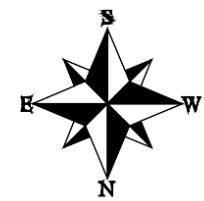
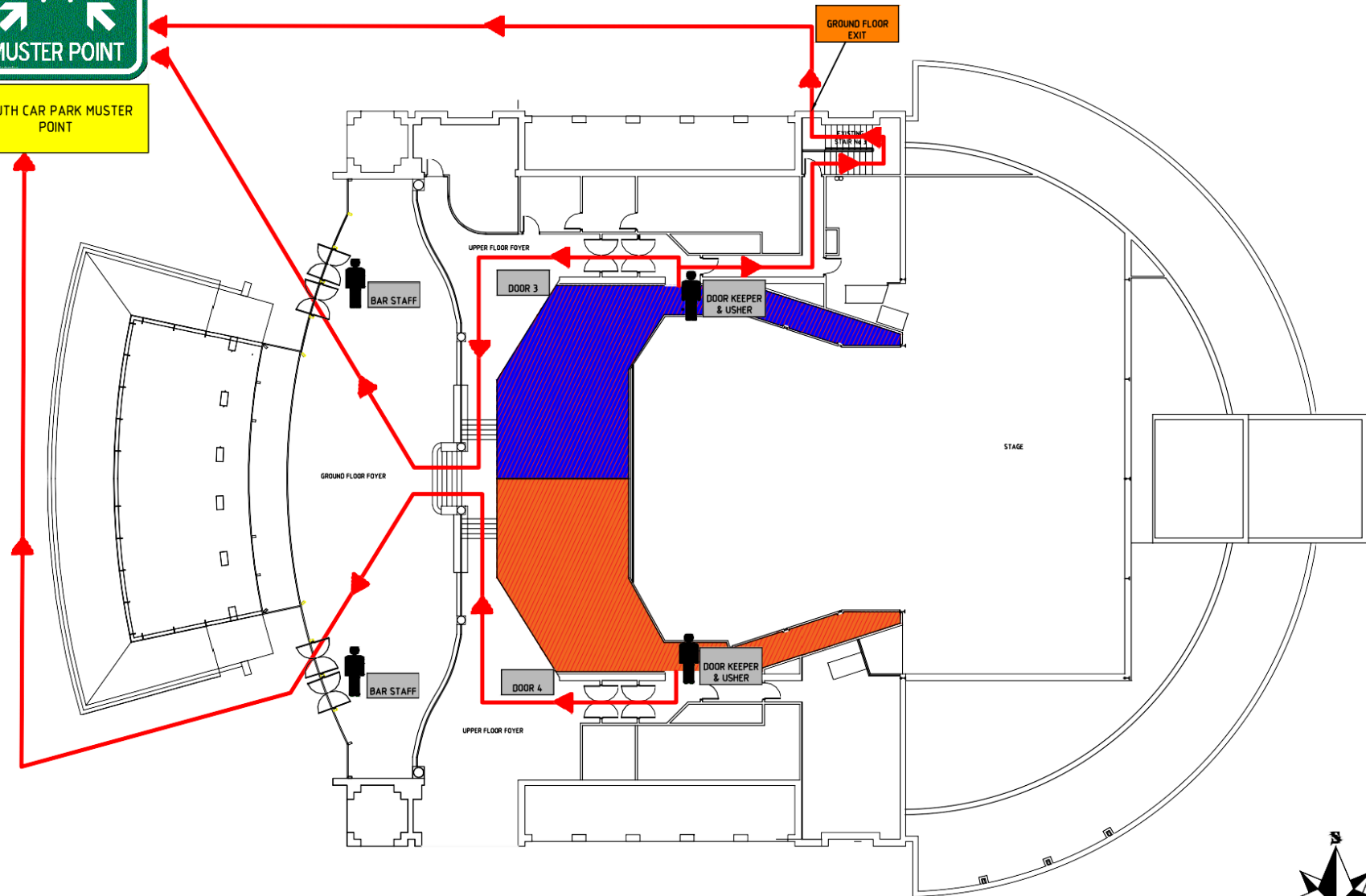
STAFFING FOR EMERGENCIES

During performances, the venue has staff rostered in numbers appropriate to the event and audience size. Trained staff members are rostered as Front of House Manager, in the Box Office and back stage areas. Volunteer staff members are rostered for Front of House roles, including Assistant Manager, Doorkeepers and Ushers. Staff members are inducted into the system and work to documented emergency procedures. A copy of the Emergency Plan is included.



SOUTH CAR PARK MUSTER POINT

PLAN A



General Notes		
	Alan Burke	June 2017
No.	Revision/Issue	Date
Firm Name and Address		
BREC		
Project Name and Address		
STAGE 1 PLAN A EVACUATION PLAN FIRST FLOOR		
Project	Sheet	
Date		
Scale		

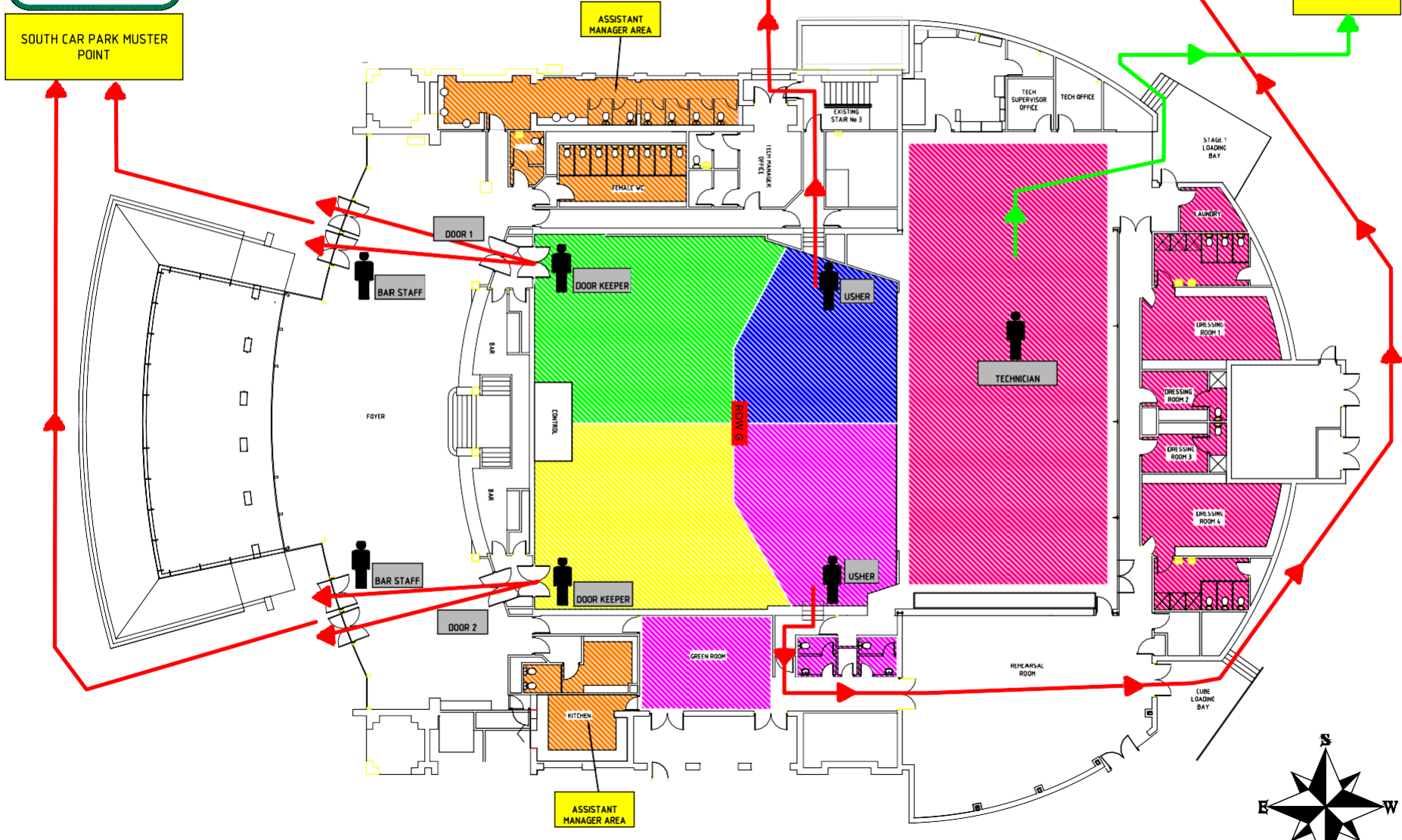


SOUTH CAR PARK MUSTER POINT

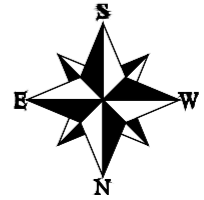


CAST & CREW MUSTER POINT

PLAN A



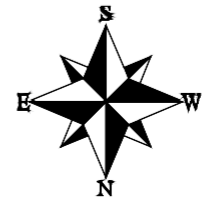
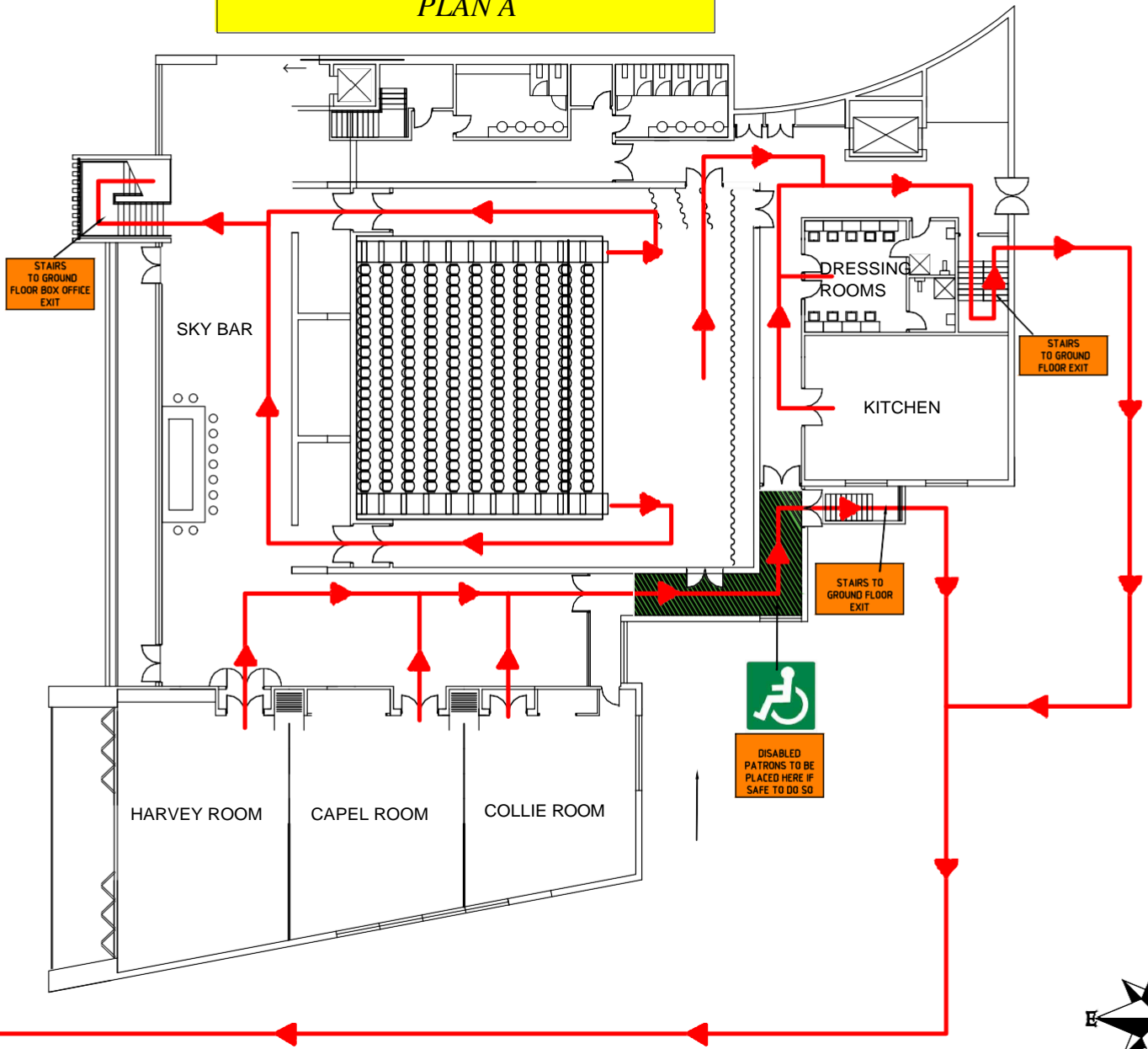
General Notes		
Alan Burke June 2017		
No.	Revision/Issue	Date
File Name and Address		
BREC		
Project Name and Address STAGE 1 PLAN A EVACUATION PLAN GROUND FLOOR		
Project	Sheet	
Date		
Scale		





SOUTH CAR PARK MUSTER POINT

PLAN A



General Notes		
Alan Burke		June 2017
No.	Revision/Issue	Date
Fire Name and Address		
BREC		
Project Name and Address		
THE CUBE PLAN A EVACUATION PLAN FIRST FLOOR		
Project	Sheet	
Date		
Scale		

1. Purpose:

The purpose of this procedure is to ensure that all personnel working or visiting the Bunbury Regional Entertainment Centre are familiar with the emergency evacuation procedures.

2. Scope:

This procedure supports the requirement of Bunbury Regional Entertainment Centre Standard 12 – Emergency Preparedness and Response.

3. Process:

It is the primary duty of all venue staff to ensure, as safe as practicable, the safety of the patrons at the event and their orderly evacuation from the area in danger

NOTE: During an emergency situation you must follow all instructions given to you by the Chief Warden or Emergency Service Personnel. These personnel are responsible for your safety and have a better understanding of what is going on.

4. Evacuation Procedure:

In the occurrence that the venue needs to be evacuated due to an imposing threat there are three stages to the plan to be followed.

- 1) Incident or potential incident that threatens life will be reported immediately by staff to the Chief Warden. The Chief Warden is the DT on duty.
- 2) The Chief Warden will immediately attend the area concerned and assess the risk
- 3) On assessment of risk the following will occur:
 - a) Risk is non-threatening and no further action taken OR
 - b) Risk is an immediate threat and evacuation plan will be activated

CHIEF WARDEN DUTIES

- Control situation and man emergency control point at southern end of Stage One foyer
- Ascertain the nature and location of the emergency and communicate this to Wardens
- Advise emergency services
- Maintain liaison with venue staff
- Ensure **all** staff and patrons are evacuated safely
- Advise emergency services of situation details

WARDENS

- Ensure as safe as practical, the safety of patrons in their areas and arrange orderly evacuation from the area
- Ensure total evacuation of their area (check all rooms toilets etc)
- Report evacuation status and any issues to Chief Warden

Mobility Impaired or Disabled persons shall be evacuated after main body of persons have been evacuated.

EMERGENCY EVACUATION ASSEMBLY AREA (Muster Point)

The Muster point is located in the car park to the south of BREC.

COMMUNICATIONS

The Chief Warden, FOH and tech staff will have access to radio communication as well as mobile phones. All staff will keep ES contacts and other staff contacts readily available for use.

PRE-EVENT BRIEFING

The Chief Warden as DT will conduct a compulsory briefing for all staff at the FOH briefing generally 1 hour prior to the start of the show/event in the Stage One Foyer or Skybar area. All staff and volunteers attend the briefing and review any special conditions of this show and the evacuation plan for the event.

EVACUATION PROCEDURES

Upon hearing the “ALERT” tone (...Beep...Beep...Beep...)

1. Chief Warden to proceed immediately to Fire Equipment Cabinet. Put on Wardens Helmet.
2. Determine location of the emergency and the need for an A or B evacuation procedure.
3. Instruct over PA or through megaphones whether this will be an Evacuation A or B procedure.

Ladies and gentlemen, we have a need to evacuate the building. Please remain calm and follow the instructions of the Centre staff to move to the Muster Areas. Please do not leave the Muster Areas. I repeat, we have a need to evacuate the building. Please remain calm and follow the instructions of the Centre staff to move to the Muster Areas. Please do not leave the Muster Areas. Staff, we will follow Evacuation A procedure. Repeat, Evacuation A.

4. FOH Manager to report to Chief Warden for instruction.
5. Area Wardens (Front of House and Assistant Front of House Manager) communicate with people in the vicinity and check the area.
6. Assemble Wheel chair users near Fire Stairs in preparation to evacuate if necessary.
7. All wardens to retrieve their “Door card’ evacuation procedure instructions.

Upon hearing the “EVACUATION” tone (Whoop...Whoop...Whoop...)

8. Evacuate areas as per instructions for an A or B evacuation

ASSEMBLY AREA/ MUSTER POINT IS IN THE CAR PARK ON THE SOUTHERN SIDE OF THE BUILDING

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

FRONT OF HOUSE MANAGER

1. When the first alarm sounds, meet the Duty Manager (Chief Warden) at the Emergency Panel and retrieve the volunteers sign in sheet
2. Wait for the Chief Warden to direct you to the location and the action that is required of you
3. Check with Chief Warden to ensure all Ushers, Bar & Front of House Staff have completely cleared their areas and checked in on the WIP phones
4. Assemble at the Muster Point at the Southern Car Park
5. Check all volunteers against the sign in sheet to ensure all have evacuated the building

EVACUATION DURING LIVE PERFORMANCE IN CUBE

FRONT OF HOUSE MANAGER

1. When the first alarm sounds, speak to the Duty Manager (Chief Warden) over headset to confirm evacuation procedure A or B and retrieve the volunteers sign in sheet
2. When second alarm sounds, instruct all staff to follow the procedure for evacuation
3. Check that all areas have been evacuated and then check in on headset with Chief Warden to inform them that all Ushers, Bar & Front of House Staff have completely cleared their area
4. Assemble at the Muster Point at the Southern Car Park
5. Check all volunteers against the sign in sheet to ensure all have evacuated the building

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

ASSISTANT FRONT OF HOUSE MANAGER

1. When the alarm sounds, wait in your position for instructions on whether we will perform an A or B evacuation
2. When the second alarm sounds, direct the evacuation of the Coffee Bar, Kitchen & Toilets
3. Instruct all personnel to assemble at the Muster Point in the southern end of the Car Park
4. Report in person to the Chief Warden and advise of the areas that have been evacuated
5. Proceed to the Muster Point & assist in positively keeping everyone calm. Do not discuss the incident as you would not be aware of the facts at that stage
6. Assemble all other volunteers in the Muster Point and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN CUBE

ASSISTANT FRONT OF HOUSE MANAGER

1. When the alarm sounds, wait in your position for instructions on whether we will perform an A or B evacuation
2. When the second alarm sounds, direct the evacuation of the Sky Bar & Toilets
3. Instruct all personnel to assemble at the Muster Point in the southern end of the Car Park
4. Report in person to the Chief Warden and advise of the areas that have been evacuated
5. Proceed to the Muster Point and assist in positively keeping everyone calm. Do not discuss the incident as you would not be aware of the facts at that stage
6. Assemble all other volunteers in the Muster Point and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

BAR/CAFÉ STAFF

1. When the alarm sounds, lock the cash registers and carry the keys with you
2. If this is an Evacuation A procedure (no obstructions in the foyer), stand just outside each exit to direct patrons to the Muster point. If there is an obstruction to the front foyer, follow Evacuation B procedure and exit through the green room, towards the rear of the building
3. One Bar staff member is required to go around to the outside of the Box Office glass sliding doors and stand outside to ensure nobody re-enters the building
4. Once all patrons evacuated, assemble at the Muster area and wait for instructions from the Front of House Manager

EVACUATION DURING LIVE PERFORMANCE IN CUBE

BAR STAFF

1. When the alarm sounds, lock the cash registers and carry the keys with you
2. If this is an Evacuation A procedure (no obstructions in the foyer), stand just outside the front exit to direct patrons to the Muster point. If there is an obstruction to the front foyer, follow Evacuation B procedure and exit through the auditorium towards the rear of the building
3. One Bar staff member is required to go around to the outside of the Box Office glass sliding doors and stand outside to ensure nobody re-enters the building
4. Wait for instructions from the Front of House Manager

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 1 USHER A

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, advise patrons that they will be following you to the muster point in the southern carpark via the red curtain – one row at a time in an orderly manner
3. *(Usher B will be stationed at Row H directing 'patron traffic' and will follow once the area is clear to check nobody is lost and exits are clear*
4. Assemble at the muster point in the southern carpark
5. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 1 USHER B

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, go to the steps at Row G/H and direct "Patron Traffic". Row A-G will go through the red curtain with Usher A and Row H-R will exit via the soundlock doors that lead to the foyer
3. Once rows are clear, follow Row G out via the red curtain and make sure that exits are clear and nobody has become disorientated or lost.
4. Use the WIP Phone to give the all clear to the Fire Warden
5. Assemble at the muster point in the southern carpark
6. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 USHER A

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, advise patrons that they will be following you to the muster point in the southern carpark via the red curtain – one row at a time in an orderly manner
3. *(Usher B will be stationed at Row H directing 'patron traffic' and will follow once the area is clear to check nobody is lost and exits are clear*
4. Assemble at the muster point in the southern carpark
5. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 USHER B

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, go to the steps at Row G/H and direct "Patron Traffic". Row A-G will go through the red curtain with Usher A and Row H-R will exit via the soundlock doors that lead to the foyer
3. Once rows are clear, follow Row G out via the red curtain and make sure that exits are clear and nobody has become disorientated or lost.
4. Use the WIP Phone to give the all clear to the Fire Warden
5. Assemble at the muster point in the southern carpark
6. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 3 USHER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, advise your patrons in your area that we will be evacuating and that they are to follow you to the Muster Point
3. Evacuate from S Row through to the back
4. *The Doorkeeper will be assisting you with their exit and then following you out of the building last – to check all exits are clear*
5. If Evac Plan A you will be exiting via the foyer staircase and then via the main foyer doors.
6. If Evac Plan B; the Door 3 Usher will lead the way for patrons via the back exit, and Door 4 Usher will be assisting patrons out and following behind the crowd.
7. Doorkeeper 4 will be the last person following behind the crowd – therefore it is their responsibility to use the WIP Phone and let the Chief Warden know your area is all clear
8. Assemble at the muster point in the southern carpark
9. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EMERGENCY EVACUATION PROCEDURE

PROCEDURE
PRO-HSE-0002
Revision No: A Rev
Date: 01/08/19
Reviewed By: A. Burke

Electronic version current. Uncontrolled copy valid only at time of printing Printed: 01/08/19 10:00

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 4 USHER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, advise your patrons in your area that we will be evacuating and that they are to follow you to the Muster Point
3. Evacuate from S Row through to the back
4. *The Doorkeeper will be assisting you with their exit and then following you out of the building last – to check all exits are clear*
5. If Evac Plan A you will be exiting via the foyer staircase and then via the main foyer doors.
6. If Evac Plan B; the Door 3 Usher will lead the way for patrons via the back exit, and Door 4 Usher will be assisting patrons out and following behind the crowd.
7. Doorkeeper 4 will be the last person following behind the crowd – therefore it is their responsibility to use the WIP Phone and let the Chief Warden know your area is all clear
8. Assemble at the muster point in the southern carpark
9. Remain calm and reassuring with patrons, try your best to keep them at the muster point, and await further instruction

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 1 DOORKEEPER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. Cube Theatre Doorkeepers will be asked to assist access requirements patrons to the Rescue Area (L shaped corridor facing cinema building) and advise them that the Fire Services will retrieve them from there as a first priority, companions of the patrons in wheelchairs are invited to stay with them
3. When the second alarm sounds – open the auditorium doors, these are automatic doors and only open outwards, click them into the magnetic door open position and advise patrons to evacuate in a calm and orderly manner
4. Door Keeper 1 to stand in position at the top of the stair case
5. Door Keeper 2 to stand outside the door and direct patrons to exit down via the stairwell to the box office and through the glass door to the muster point (Usher will be leading the way)
6. Once your area is clear and both Ushers have guided the patrons out of the building, alert the Area Manager (FOH Manager) of the all clear and assemble at the southern car park muster point

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 DOORKEEPER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. Cube Theatre Doorkeepers will be asked to assist access requirements patrons to the Rescue Area (L shaped corridor facing cinema building) and advise them that the Fire Services will retrieve them from there as a first priority, companions of the patrons in wheelchairs are invited to stay with them
3. When the second alarm sounds – open the auditorium doors, these are automatic doors and only open outwards, click them into the magnetic door open position and advise patrons to evacuate in a calm and orderly manner
4. Door Keeper 1 to stand in position at the top of the stair case
5. Door Keeper 2 to stand outside the door and direct patrons to exit down via the stairwell to the box office and through the glass door to the muster point (Usher will be leading the way)
6. Once your area is clear and both Ushers have guided the patrons out of the building, alert the Area Manager (FOH Manager) of the all clear and assemble at the southern car park muster point

EMERGENCY EVACUATION PROCEDURE

PROCEDURE
PRO-HSE-0002
Revision No: A Rev
Date: 01/08/19
Reviewed By: A. Burke

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EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 3 DOORKEEPER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. (ushers may be assisting access requirements patrons out of the theatre in this two minute alarm period)
3. When the second alarm sounds – open the auditorium doors **inwards** and advise patrons to evacuate in a calm and orderly manner
4. Evacuate from the row closest to the door first – you will be assisting the Usher
5. If Evac Plan A, evacuate out into the upstairs foyer, down the stairs and through the glass foyer doors
6. *In case of Evac Plan B: Close doors and advise patrons to wait for direction from Usher B to evacuate through the red curtain (Door 3 side of the building)*
7. Once Ushers have lead the patrons out of the theatre – *your* role is to check the auditorium is clear.
8. Close the doors and call Chief Warden on WIP Phone to alert area all clear
9. Evacuate and assemble at the muster point in the southern carpark

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 4 DOORKEEPER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. (ushers may be assisting access requirements patrons out of the theatre in this two minute alarm period)
3. When the second alarm sounds – open the auditorium doors **inwards** and advise patrons to evacuate in a calm and orderly manner
4. Evacuate from the row closest to the door first – you will be assisting the Usher
5. If Evac Plan A, evacuate out into the upstairs foyer, down the stairs and through the glass foyer doors
6. *In case of Evac Plan B: Close doors and advise patrons to wait for direction from Usher B to evacuate through the red curtain (Door 3 side of the building)*
7. Once Ushers have lead the patrons out of the theatre – *your* role is to check the auditorium is clear.
8. Close the doors and call Chief Warden on WIP Phone to alert area all clear
9. Evacuate and assemble at the muster point in the southern carpark

EVACUATION DURING LIVE PERFORMANCE IN CUBE

USHER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, instruct patrons to exit in a clear and calm voice – start with the front row and try and maintain an orderly exit, one row at a time – as it is banked seating it allows patrons to come down in order (Doorkeepers will be showing them where to exit in the foyer)
3. The Usher from Door 1 will be the main person to lead the patrons out to the muster point in the southern carpark, the Usher from Door 2 will do a quick sweep of the theatre to check that nobody is left behind and then follow the patrons out.
4. Get to the Muster point in the southern carpark
5. Let the FOH Manger or Assistant FOH Manager know that your area is clear so they can report it to the Fire Warden

EVACUATION DURING LIVE PERFORMANCE IN CUBE

DOORKEEPER

1. When the first alarm sounds, wait in your position for further instructions on whether it will be Evac Plan A or B. Advise patrons to remain seated, *but don't stop them if they want to leave*
2. Cube Theatre Doorkeepers will be asked to assist access requirements patrons to the Rescue Area (L shaped corridor facing cinema building) and advise them that the Fire Services will retrieve them from there as a first priority, companions of the patrons in wheelchairs are invited to stay with them
3. When the second alarm sounds – open the auditorium doors, these are automatic doors and only open outwards, click them into the magnetic door open position and advise patrons to evacuate in a calm and orderly manner
4. Door Keeper 1 to stand in position at the top of the stair case
5. Door Keeper 2 to stand outside the door and direct patrons to exit down via the stairwell to the box office and through the glass door to the muster point (Usher will be leading the way)
6. Once your area is clear and both Ushers have guided the patrons out of the building, alert the Area Manager (FOH Manager) of the all clear and assemble at the southern car park muster point