



VENUE INFORMATION FOR SCHOOLS

2019



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INSURANCE AND STAFFING INFORMATION

PUBLIC LIABILITY INSURANCE

The Centre carries Public Liability Insurance of \$30,000,000 on Policy Number 15T 0303578 23 with CGU Insurance

STAFFING FOR EMERGENCIES

During performances, the venue has staff rostered in numbers appropriate to the event and audience size. Permanent full time 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

GROUND FLOOR
EXIT

BAR STAFF

UPPER FLOOR FOYER

DOOR 3

DOOR KEEPE

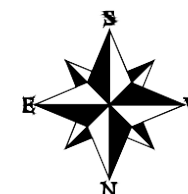
GROUND FLOOR FOYER

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UPPER FLOOR FOYER

DOOR KEEPER

STAGE



General Notes

Alan Burke

June 20

No.	Revision/Issue	Date
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Flan Name and Address

BREC

Project Name and Address

STAGE 1 PLAN A
EVACUATION PLAN
FIRST FLOOR

Project:

2

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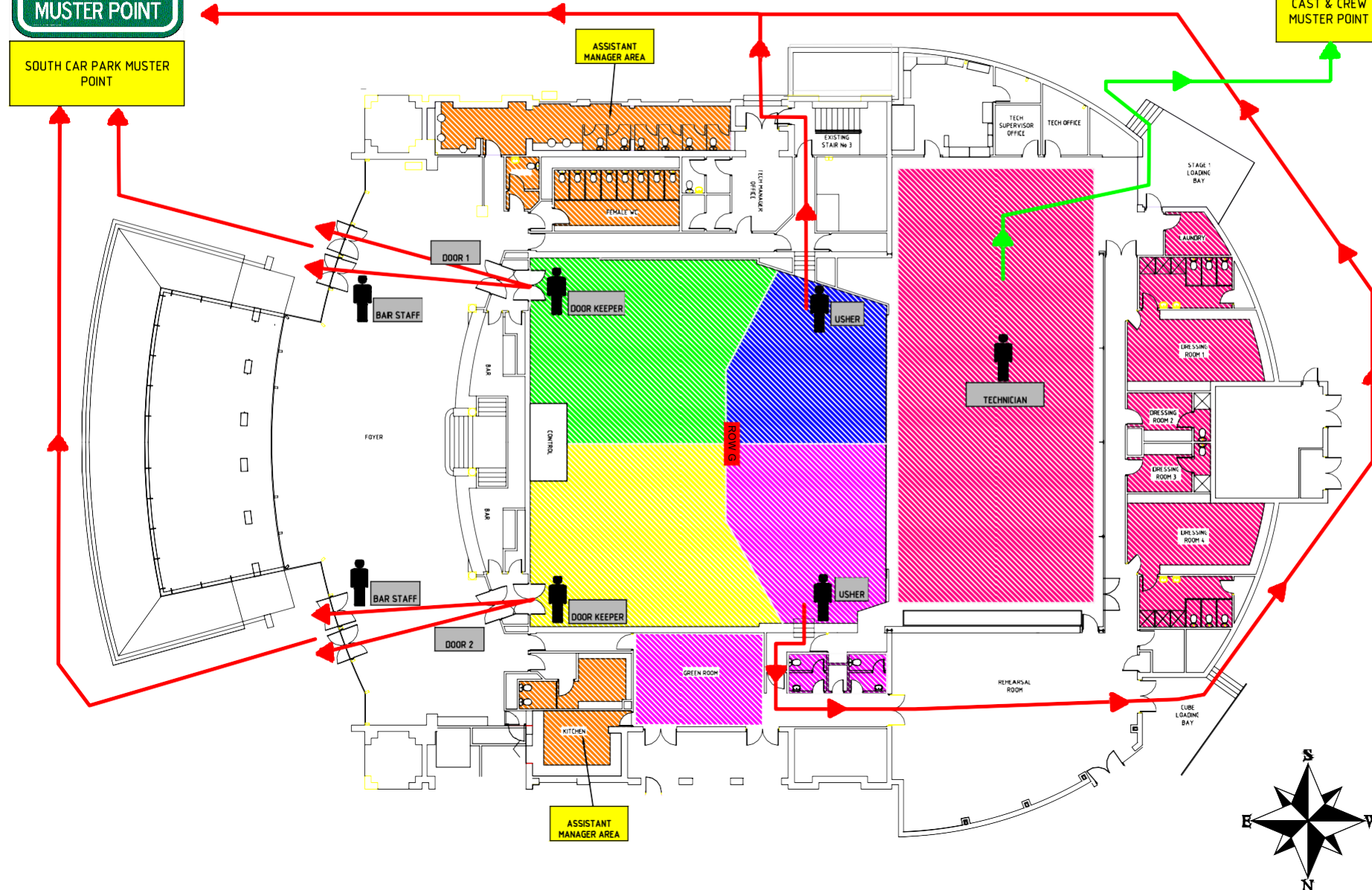


SOUTH CAR PARK MUSTER POINT



CAST & CREW MUSTER POINT

PLAN A



General Notes

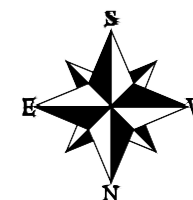
Alan Burke		June 2017
No.	Revision/Issue	Date

Print Name and Address

BREC

Project Name and Address
**STAGE 1 PLAN A
EVACUATION PLAN
GROUND FLOOR**

Project	Sheet
Date	
Scale	



General Notes		
	Alan Burke	June 20
No.	Revision/Issue	Date
Project Name and Address <div style="font-size: 48px; font-weight: bold; margin: 10px 0;">BREC</div>		
Project Name and Address <div style="font-size: 24px; font-weight: bold; margin: 10px 0;">THE CUBE PLAN A EVACUATION PLAN FIRST FLOOR</div>		
Project		
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 Green Room. All staff and volunteers attend the briefing which will not take longer than 10 minutes to complete.

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. Two Bar staff are 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. Two Bar staff are 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 sound (beep beep), wait in your position for instructions on whether we will follow Evacuation A or B procedure – advise patrons to remain seated and calm. *Don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm & orderly manner through the RED curtain exit
3. Ask patrons to follow you and lead them to assemble at the Muster Point at the Southern side of the building in the car park
4. Assemble with the other volunteers at the Muster Point

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 1 USHER B

1. When the first alarm sound (beep beep), wait in your position for instructions on whether we will follow Evacuation A or B procedure – advise patrons to remain seated and calm. *Don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm & orderly manner through the RED curtain exit
3. Ask patrons to follow Usher A to the Muster Point
4. Evacuate rows A-G, one row at a time, beginning with row A
5. Once all patrons are evacuated in your area, call the Chief Warden on the Red WIP Phone 1 & advise all clear
6. Evacuate & assemble with the other volunteers at the Muster Point

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 USHER A

1. When the first alarm sound (beep beep), wait in your position for instructions on whether we will follow Evacuation A or B procedure – advise patrons to remain seated and calm. *Don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm & orderly manner through the RED curtain exit
3. Ask patrons to follow you and lead them to assemble at the Muster Point at the Southern side of the building in the car park
4. Assemble with the other volunteers at the Muster Point

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 USHER B

1. When the first alarm sounds (beep beep), wait in your position for instructions on whether this will be an A or B Evacuation – advise patrons to remain seated, *but don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm and orderly manner through the "RED curtain exit"
3. Advise patrons to follow Usher A to the Muster Point at the Southern end of the building in the car park
4. Evacuate Rows A – G one row at a time starting with row A
5. Once all Patrons are evacuated, check the GREEN ROOM area and toilets
6. Call the Chief Warden on the RED WIP phone 4 (in the Green Room and advise all clear
7. Evacuate & assemble with other volunteers at the Muster Point in the car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 3 USHER

1. When the first alarm sounds (beep beep), wait in your position for instructions on whether this will be an A or B Evacuation – advise patrons to remain seated, *but don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm and orderly manner through the red curtains and either left through Door 3 (Evacuation A) or right (Evacuation B)
3. Advise patrons to assemble at the Muster Point at the Southern end of the building in the car park
4. Evacuate from the row closest to the door first, one row at a time
5. Once all patrons are evacuated, close the door behind you
6. Call the Chief Warden on the RED WIP phone 6 & advise that the area is clear
7. Evacuate & assemble with other volunteers at the Muster Point in the car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 4 USHER

1. When the first alarm sounds (beep beep), wait in your position for instructions on whether this will be an A or B Evacuation – advise patrons to remain seated, *but don't stop patrons if they want to leave*
2. When the second alarm sounds, advise patrons in your areas to evacuate in a calm and orderly manner through the red curtains (Evacuation A) or to the opposite side of the seating bank and through the Door 3 fire exit (Evacuation B)
3. Advise patrons to assemble at the Muster Point at the Southern end of the building in the car park
4. Evacuate from the row closest to the door first, one row at a time
5. Once all patrons are evacuated, close the door behind you.
6. Call the Chief Warden on the RED WIP phone 6 & advise that the area is clear
7. Evacuate & assemble with other volunteers at the Muster Point in the car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 1 DOORKEEPER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this will be an A or B Evacuation Procedure – advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, open the doors (inward towards the stage) advise patrons in your areas to evacuate in a calm and orderly manner
3. Evacuate from the rear of the Auditorium first. Wheelchairs first
4. Direct Patrons to evacuate Rows H – R one row at a time in a calm and orderly manner. Row R first
5. In the case of Evacuation B Procedure, close doors and advise patrons to wait for direction from Usher B, to evacuate through the red curtain exits near the stage
6. Close doors and report to the Chief Warden in person to advise the all clear once all patrons have exited your area
7. Evacuate & assemble with other volunteers at the Muster Point in the Southern car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 2 DOORKEEPER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this will be an A or B Evacuation Procedure – advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, open the doors (inward towards the stage) advise patrons in your areas to evacuate in a calm and orderly manner
3. Evacuate from the rear of the Auditorium first. Wheelchairs first.
4. Direct Patrons to evacuate Rows H – R one row at a time in a calm and orderly manner. Row R first

5. In the case of Evacuation B Procedure, close doors and advise patrons to wait for direction from Usher B, to evacuate through the red curtain exits near the stage
6. Close doors and report to the Chief Warden on the WIP Phone to advise the all clear once all patrons have exited your area
7. Evacuate & assemble with other volunteers at the Muster Point in the Southern car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 3 DOORKEEPER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this is A or B Evacuation procedure – advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, open the doors (inward towards the stage) advise patrons in your areas to evacuate in a calm and orderly manner
3. Advise patrons to assemble at the Muster Point at the Southern end of the building in the car park
4. Assist with the evacuation by ushering patrons out the doors towards the emergency exit stairwell
5. Once all patrons are evacuated, close the door behind you
6. Call the Chief Warden on the RED WIP phone 8 & advise that all clear
7. Evacuate & assemble with other volunteers at the Muster Point in the Southern car park

EVACUATION DURING LIVE PERFORMANCE IN STAGE ONE

DOOR 4 DOORKEEPER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this is A or B Evacuation procedure – advise patrons to remain seated, *but don't stop them if they want to leave*
2. When the second alarm sounds, open the doors (inward towards the stage) advise patrons in your areas to evacuate in a calm and orderly manner

3. Advise patrons to assemble at the Muster Point at the Southern end of the building in the car park
4. Assist with the evacuation by ushering patrons out the doors towards the emergency exit stairwell. Wheelchairs to be left in the Rescue Area, balcony near Door 4
5. Once all patrons are evacuated, close the door behind you
6. Call the Chief Warden on the RED WIP phone 8 & advise that all clear
7. Evacuate & assemble with other volunteers at the Muster Point in the Southern car park

EVACUATION DURING LIVE PERFORMANCE IN CUBE

USHER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this will be an Evacuation A or B Procedure – advise patrons to remain seated, *but don't stop them from leaving if they want to*
2. When the second alarm sounds, instruct patrons to exit in a calm and orderly fashion, one row at a time, beginning with Row A
3. Advise patrons to exit through the doors and assemble at the Muster Point at the Southern end of the building in the car park
4. In the case of Evacuation B Procedure, direct patrons to the exit through the upstage door to the backstage area
5. Once all patrons are evacuated, close the door behind you
6. Report to the Chief Warden in person to advise the all clear
7. Evacuate & assemble with other volunteers at the Muster Point in the car park

EVACUATION DURING LIVE PERFORMANCE IN CUBE

DOORKEEPER

1. When the first alarm sounds (beep beep), wait in your position for further instructions on whether this is an Evacuation A or B procedure – advise patrons to remain seated, *but don't stop them from leaving if they want to*
2. When the second alarm sounds, open the doors (inward towards the stage) advise patrons in your areas to evacuate in a calm and orderly manner

3. Assist all wheelchair patrons to the Rescue Area, outside the lifts, advise them that Fire Services will retrieve them from there
4. Advise patrons to assemble at the Muster Point at the Southern end of the building in the car park
5. Stand at the top of the stairs, direct patrons to the exit down the main stairwell, through the glass doors and to the muster points
6. Evacuate & assemble with other volunteers at the Muster Point in the car park