



REGENT ON BROADWAY

PATRON HEALTH AND SAFETY PLAN

Emergency Procedures

FIRE

Persons who notice fire or smoke should immediately;

- Warn people in your immediate area
- Close all SMOKE STOP DOORS
- Inform the closest Regent Staff Person
- Evacuate the premises
- Make way to the assigned assembly area for a roll call
- Do not run
- Do not use lifts
- Use the fire exits

MEDICAL

In a life threatening situation inform a Regent Staff Person and;

- Stay with the casualty
- Get someone else to call the ambulance
- If someone has collapsed – Check own safety first
- A: Airways B: Breathing C: Circulation
- Provide basic life support until qualified help arrives

EARTHQUAKE

- In the event of an earthquake – TAKE COVER
- Hold on – Do not go outside
- After a shake check for > Injuries > Hazards > Damage
- Wait for instruction from your warden

BOMB THREAT

If there is a threat stay calm

- Alert the floor warden
- Contact the building Warden/Supervisor/Manager
- DO NOT TOUCH ANY OBJECT WHICH YOU DO NOT RECOGNISE
- If told to evacuate move to assembly areas or follow instructions

ASSEMBLY AREAS

- Rear: King Street Link Arcade Entrance
- Front: Broadway Avenue Link Arcade Entrance
- Exit Via: Signed Exit Ways or as directed by Floor Wardens

MEDICAL KITS

- Enquire at Theatre Front Of House Managers Office or ask a Regent Theatre Staff Person



FRONT OF HOUSE USHERING POSITIONS/DUTIES

Head Usher

- Assists with Evacuation of Theatre
- Instructs patrons to calmly proceed to the Assembly area
- Proceeds to the Assembly Area

Door Persons/Ushers

- Opens all available exits (doors or curtains) from the Auditorium
- Assists patrons in wheelchairs (Wheelchairs are assisted in the last instance)
- May request assistance from patrons to help with patrons who need assistance
- When all patrons have evacuated to the building, will assist the Area-Co-ordinator as necessary

CIRCLE Floor Warden

- Assists with evacuation of theatre
- Checks rooms – Projection , Stairs and all toilet cubicles, Rehearsal & Regency room, Administration office, Green Room, Auditorium, Foyer on the Mezzanine, Grand staircase
- Will make way to Broadway Avenue entrance and meet with the other Floor Warden. One Floor warden will report to the Safety Officer at the King Street Entrance to the Theatre. The other Floor Warden will remain on duty at the Broadway entrance

STALLS Floor Warden

- Assists with evacuation of theatre
- Checks all cubicles in toilet, promoter's office/Staff room under stairs
- Checks lift and Auditorium, Check Ticket Office and FOH Managers Office, Check Foyer
- Closes doors on Broadway Avenue
- Will meet the other warden – One will report to Safety Officer at the King Street entrance to the Theatre while the other will remain on duty at the Broadway Entrance

Emergency Signals (Code words)

<u>Code Word</u>	<u>Emergency Signal</u>
Red	Fire
Yellow	Bomb Threat
Purple	Earthquake, Gas, Chemical
Orange	Aggression
Blue	Medical
Green	All Clear