



UNIVERSITY of ROCHESTER

# international theatre program

## TODD THEATRE EMERGENCY HANDBOOK

4<sup>th</sup> Edition  
2009

compiled by  
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**THIS PUBLICATION MUST NOT, UNDER ANY CIRCUMSTANCES  
(EXCEPT EMERGENCY CIRCUMSTANCES)  
BE REMOVED FROM THE POSSESSION OF/LOCATION BELOW:**

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#### DISCLAIMER

As with any handbook, this one is intended as a *guide* – albeit a detailed one – to emergency procedures and protocols. It attempts to lay down basic structures. These structures, in a theatrical setting, should, by definition, be approached with a good deal of common-sense flexibility as dictated by the particular emergency situation being encountered.

That being said, **this handbook and the procedures outlined in it should be considered as immediately being in effect throughout the UR International Theatre Program and Todd Theatre.**

No one handbook can cover every possible scenario, especially in a theatrical environment where there are so many opportunities for untoward incidents to happen. Thus it is of critical importance that all who work in positions of authority in Todd Theatre and the UR International Theatre Program (be they students, faculty or staff) operate in a calm and considered way, and exercise responsible decision-making in times of stress or emergency.

Our first responsibility should always be to maintain a safe, secure and supportive environment for those who work, play and come to be entertained within our halls.

Please email comments, questions and suggested improvements to  
todd.theatre@gmail.com

#### DISTRIBUTION LIST

**This Handbook *must* remain in the possession of, and not be removed from the following personnel and locations (if removed for temporary, emergency reasons, it *must* be returned immediately):**  
Artistic Director, Program Administrator, Production Manager, Production Assistant/Props Master,  
Box Office/Front-of-House Manager, Costume Shop Manager,  
Front Office, Box Office, production Office, Green Room, Paint Room, Electrics Room,  
Stage Manager's Booth, Stage Manager's Kit, Costume Shop.

Duplicate Injury Report Forms are posted in, or available from:  
Box Office, Green Room, Administrator's Office.

## FIRST THINGS FIRST

### IMPORTANT NOTE:

It is the policy of the UR International Theatre Program that students, staff and guest artists working in Todd Theatre while building, hanging, focusing and rigging (etc.), as well as anyone operating potentially dangerous tools, instruments and machinery must *at all times*

be supervised. In the case of students, this supervision is the responsibility of the UR International Theatre Program Production Manager.

Additionally, no-one is permitted to be working technically in Todd Theatre without appropriate safety precautions being in place and without wearing appropriate safety protection.

Similarly, it is strictly forbidden for any faculty, staff, student or guest artist to be working in *any* capacity in Todd Theatre under the influence of alcohol, drugs, or any illicit substance.

### IMPORTANT NOTE: STAGE MANAGEMENT

Stage Managers must ensure before beginning rehearsals each day that the First Aid Kit is adequately stocked.

Any refills or additions must be immediately requested (in the Rehearsal/Performance Report, orally, and in e-mail/writing) to Program Administrator *and* Production Manager.

### LOCATION OF FIRST AID STATION

In the Green Room, to the left of the door leading to the Production Alcove.

### LOCATION OF FIRE EXTINGUISHERS

1. Inside the Audience Alcove, to the right of the door to the Lobby.
2. In the Theatre, between the doors leading into the Production Alcove.
3. In the Paint Room.

### IMPORTANT GENERAL NOTE:

Any injury or any situation requiring the assistance of MERT must be documented by Security for the Risk Management Assessment. Thus any significant injury must also, after the immediate safety of the injured party has been secured, be reported to Security (x5-3333).



## Emergency Contact List

Campus SECURITY (Non-Emergency)	x5-3333
SECURITY/POLICE (Emergency)	13
FIRE	13
POLICE	13
AMBULANCE/MERT	13
LIFE LINE Suicide, drug, mental health problems.	275-5151
GAS & ELECTRIC (Facilities) To report gas odor, life threatening emergency and/or lost power.	13
POISON CONTROL	1-800-222-1222
Campus INFORMATION	x5-5911

### AREA HOSPITALS

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Strong Memorial Hospital	275-2100
Highland Hospital	473-2200
Park Ridge Hospital	723-7000
Rochester General Hospital	338-4000

### CLINICS – WALK-IN

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St. Mary's Hospital	368-3060
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### STAFF CONTACT NUMBERS

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Nigel Maister (Artistic Director)	3-5159 473-9829 (Home) 329-8813 (Cell)
Gordon Rice (Production Manager)	5-9006 288-1553 (Home) 755-9897 (Cell)
Sarah Eisel (Technical Director)	5-3635
Nadine Taylor (Costume Shop Manager)	(585) 503-3116 (Cell)
Katie Farrell (Program Administrator)	5-4959 367-9991 (Home) 738-2028 (Cell)

Todd Theatre / UR International Theatre Program Emergency Handbook

Katie Keating (Box Office/Front-of-House Mgr.)	5-4088 (585) 613-8780 (Cell)
Kevin Chandler (Fire Inspector)	5-1655
Fire Marshal's Office	5-3243

## **Todd Theatre Emergency Procedures**

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### ***Working or Potential Fires or Fire Hazards***

**If any employee or student notices a working fire, or a potential fire hazard (excessively smoking lights, paper fires, etc.):**

**They shall:**

1. Immediately activate the building fire alarm system by pulling the nearest pull station.
2. Exit the building, assisting others if it is necessary and safe to do so.
3. Immediately notify Production Manager, Artistic Director, Program Administrator, Box Office/Front-of-House Manager, the Production Stage Manager or Costume Shop Manager (depending on whether the event occurs during office, rehearsal or performance hours).
4. Liaise with Security and/or the Fire Department until the appropriate Theatre Program personnel are on the scene

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### ***Fire Alarm without an audience (rehearsals, etc.)***

Under all circumstances, if the Fire Alarm sounds the building **MUST** be evacuated.

**When the Fire Alarm sounds (and it is safe to do so):**

**Assistant Stage Manager shall:**

1. Direct all artists and crew members who are in the Green Room, onstage, or backstage to the nearest exit.
2. Exit building and meet outside the front door of Todd Union (or failing that, in Todd Lot).
3. Await instructions from the Stage Manager.

**Stage Manager shall:**

1. Turn on worklights and/or houselights.
2. Shut down light board and equipment.
3. Double check that the theatre and theatre area (including Green Room, shop, and dressing rooms) is clear.
4. Exit building and wait for the Security and/or Fire Department. Stage Manager should be the liaison with Security and/or the Fire Department.
5. Call Security (x5-3333) (if necessary).
6. Call Artistic Director and/or Production Manager (if necessary).





## Todd Theatre Emergency Procedures

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### ***Pre-Performance Procedures***

**Before the House is opened to an audience:**

**Stage Manager shall:**

Check to see that all fire exits are clear and accessible (no props or set pieces obstructing them, etc.), and that all fire extinguishers are charged and in position.

**Once the audience is seated and just before the show is about to begin:**

**Front-of-House Manager shall:**

1. Make the following announcement to the audience:

**“Ladies and Gentlemen, welcome to Todd Theatre and tonight’s performance of [production name]. At this time, we ask you to turn off all cellular devices, beepers and pagers. Please take a moment now to locate the fire exits. In the unlikely event of an emergency, we ask that you remain seated until given directions either by me or by the Stage Manager. Thank you for your attention, and enjoy the show.”**

*Note: The above announcement has currently been replaced by a recorded version (see the Production Manager for access to these). There are THREE recorded versions of this announcement at the disposal of any production:*

*Version 1: as above*

*Version 2: asks the audience to leave the theatre at intermission but allows them to leave their belongings in the theatre*

*Version 3: asks the audience to leave the theatre during the intermission and to take their belongings with them (in the case of the audience seating configuration being changed at the intermission)*

### ***General Performance Procedures***

**Stage Manager shall:**

Instruct all staff, actors and crew, and ensure that at no time during the performance a fire exit is blocked by costumes (due to quick changes), props (including temporary prop holding positions), etc. Costumes or props being carried offstage to areas in the lobby need to be cleared immediately to the green room, dressing rooms, etc.

## Todd Theatre Emergency Procedures

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### ***Fire Alarm with an Audience***

Under all circumstances, if the Fire Alarm sounds the building MUST be evacuated.

#### **When the Fire Alarm Sounds (and it is safe to do so):**

##### **Stage Manager shall:**

1. *Briefly* notify all on headsets that the performance is going to be interrupted.
2. *Briefly* notify the Front of House Manager to prepare the lobby and theatre doors for evacuation.
3. If actors are onstage, issue the following instruction in a loud, clear voice:  
    **“Actors. Please Hold.”**
4. Instruct Sound Op to stop all sound cues currently in operation.
5. Instruct Light Op to bring up house lights (and stage lights, if inadequate light is currently on stage). NOTE: **Under no circumstances should there be a blackout during this procedure.**
6. Make the following announcement in a loud, clear voice:  
    **“Ladies and Gentlemen, due to the fire alarm, we have to interrupt the performance. Please leave the theatre, and follow the directions of the Front-of-House Staff. Thank you.”**
7. Instruct Assistant Stage Manager (Backstage) to switch on worklights.
8. Ensure the theatre and stage are evacuated. Exit building and meet cast and crew in Todd Lot for head count.
9. Call Artistic Director and Production Manager.
10. File a report in the day’s Performance Report on the procedures undertaken.

##### **Light Board Operator shall:**

1. Follow the instructions of the Stage Manager.
2. Bring up houselights.
3. Shut down the light board and equipment.
4. Exit building and meet cast and crew in Todd Lot for head count.

##### **Sound Board Operator shall:**

1. Follow the instructions of the Stage Manager.
2. Stop all sound cues that are running.
3. Shut down sound equipment.
4. Exit building and meet cast and crew in Todd Lot for head count.

##### **Assistant Stage Manager/s shall:**

1. Follow the instructions of the Stage Manager.
2. Switch on worklights (when instructed).
3. Direct artists, actors and crew members who are in the Green Room, backstage restroom, onstage, or backstage to gather in Todd Lot.
4. Confirm that Green Room, backstage restroom, theatre, dressing rooms and backstage areas are evacuated.
5. Exit building and meet cast and crew in Todd Lot for head count.

##### **Front-of-House Manager shall:**

1. Prepare lobby for audience evacuation (switch on lights, clear obstacles – if any).
2. Instruct ushers (if applicable) on evacuation procedures and locations.
3. Open Theatre door and switch on light in Audience Alcove.
4. With ushers, man theatre doors and direct audience to gather calmly and wait outside the front of Todd Union (in case, of rain, Drama House first floor room may be used for this purpose – if available).
5. Secure box office, all monies and cash registers.

**Front-of-House Manager shall (cont.):**

6. After audience has left the theatre, close Theatre and Lobby doors and evacuate Front-of-House Staff to outside the front door of Todd Union.
7. Make sure public restrooms are cleared.
8. Exit building and wait for Fire Department.
9. Supervise audience outside Todd Union.
10. House Manager should be liaison to Fire Department, as well as to Stage Manager.

**Post-alarm Procedure:**

**Front-of-House Manager shall:**

*In the event the performance has to be cancelled:*

1. Direct Front-of-House Staff to open box office and prepare reservation sheets.
2. Announce to the audience the reason for the performance cancellation.
3. Offer the audience the option of re-booking their seats and instruct them in the appropriate procedure.
4. Inform Stage Manager of performance's cancellation.

*If the performance is to be resumed:*

1. Receive the "all clear" from the Fire Department.
2. Notify Stage Manager and Front-of-House staff that performance is to be resumed.
3. Notify the audience to take their seats for the performance's resumption.
4. Supervise the seating of audience and follow pre-performance procedures (in liaison with Stage Manager) as per normal.
5. Notify the Stage Manager when the house is closed and the performance may restart.

**Stage Manager shall:**

*In the event the performance has to be cancelled:*

1. Liaise with Front-of-House Manager.
2. Advise actors and crew that the performance is to be cancelled.
3. Secure theatre as per normal.

*If the performance is to be resumed:*

1. Liaise with Front-of-House Manager.
2. Consult with actors and crew, and determine from which point the performance will be resumed (this should be a clearly demarcated point: an entrance/exit of a character, a scene break, a sound cue, etc.).
3. Once Fire Department "all clear" is received from Front-of-House Manager, direct actors, ASM's and crew to resume places (and backstage/prop setup) for performance re-commencement from the point decided upon.
4. Instruct Light Op to bring up appropriate light cue; instruct Sound Op to prepare appropriate sound cue.
5. Once actors, light cue, ASM's and backstage personnel and properties are appropriately in places/set, direct ASM to switch off worklights.
6. Once Front-of-House Manager gives the "house closed" clearance (and Audience Alcove light, etc. is off), direct Light Op to take out houselights.
7. Resume show, as per normal.

## Todd Theatre Emergency Procedures

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### ***Power Outage During a Performance***

**When the power goes out:**

**Stage Manager shall:**

1. If actors are onstage, issue the following instruction in a loud, clear voice:  
    **“Actors. Please Hold.”**
2. Make the following announcement in a loud, clear voice:  
    **“Ladies and Gentlemen. Please remain in your seats for the next few minutes while we determine the cause of the power outage. When the power is back on, we will resume the performance. We apologize for the inconvenience.”**
3. Instruct an ASM to get a flashlight.
4. Communicate with Front-of-House Manager regarding situation.
5. Prepare a suitable place in the production to resume performance.

**Light Board Operator shall:**

1. Shut down light board and equipment.
2. Stay in booth.

**Sound Board Operator shall:**

1. Shut down equipment.
2. Stay in booth.

**House Manager shall:**

1. Call University Facilities (273-4567) and try to get an estimate as to when the power will be restored.
2. Prepare lobby and Front-of-House staff (where applicable) to move patrons to the lobby. Ensure that the Front-of-House staff has flashlights.
3. Liaise with Stage Manager.

**Then: if power is to be restored within a short period (<five minutes, as determined by the Front-of-House Manager/Facilities):**

**Stage Manager shall:**

1. Liaise with the Front-of-House Manager.
2. Instruct the Light and Sound Op's to restore their equipment and prepare for the appropriate cue/s.
3. Inform the ASM's on headset that the performance will be resuming from the appropriate line/cue/etc.
4. Make the following announcement in a loud, clear voice:  
    **“Ladies and Gentlemen. Thank you for your patience. We are ready to resume the performance.”**
5. Make the following announcement in a loud, clear voice:  
    **“Actors: we are going to take it from [...]. Positions please.”**
6. Wait until actors, cues, etc. are all set.
7. Make the following announcement in a loud, clear voice:  
    **“Actors: when you're ready.”**

**Light Board Operator shall:**

1. Follow instructions of the Stage Manager.
2. Restore power to light board, and prepare appropriate cue.

**Sound Board Operator shall:**

1. Follow instructions of the Stage Manager.
2. Restore power to light board, and prepare appropriate cue.

**If power is to be restored within an unknown period of time (>five minutes):**

**Front-of-House Manager shall:**

1. Liaise with Stage Manager.
2. Instruct Front-of-House Staff to be ready to escort patrons to the lobby.
3. Make the following announcement to the audience from the stage:  
**“Ladies and Gentlemen. We are uncertain as to how long the power will be off. We will wait another 10 to 15 minutes. During this time feel free to move into the lobby. If the power is restored we will continue the performance. If power is not restored we may have to cancel the performance. If we must cancel the performance, either you can re-book your tickets tonight at the box office, or call the box office to be reseated for another performance. Thank you for your cooperation and, again, we apologize for the inconvenience.”**
4. With Front-of-House staff, assist patrons who wish to leave their seats.
5. Prepare box office reservation sheets for possible rebooking of patrons' tickets.

**Stage Manager shall:**

1. Instruct ASM's to escort actors offstage to the Green Room.

**If power is subsequently restored:**

**Front-of-House Manager shall:**

1. Notify the audience in lobby to take their seats for the performance's resumption.
2. Supervise the seating of audience and follow pre-performance procedures (in liaison with Stage Manager) as per normal.
3. Notify the Stage Manager when the house is closed and the performance may restart.

**Stage Manager shall:**

1. Liaise with the Front-of-House Manager.
2. Instruct the Light and Sound Op's to restore their equipment and prepare for the appropriate cue/s.
3. Inform the ASM's on headset that the performance will be resuming from the appropriate line/cue/etc.
4. Instruct the actors (through ASM's) to take their places at the appropriate point in the production for resuming the performance.
5. Once the audience is reseated, make the following announcement in a loud, clear voice:  
**“Ladies and Gentlemen. Thank you for your patience. We are ready to resume the performance.”**
6. Wait until actors, cues, etc. are all set.
7. Make the following announcement in a loud, clear voice:  
**“Actors: when you're ready.”**

**If power is NOT restored and the performance must be cancelled:**

**Front-of-House Manager shall:**

1. Liaise with the Stage Manager.
2. Announce to the audience the reason for the performance cancellation.
3. Offer the audience the option of re-booking their seats and instruct them in the appropriate procedure.
4. Inform Stage Manager of performance's cancellation.

**Stage Manager shall:**

1. Liaise with Front-of-House Manager.
2. Advise actors and crew that the performance is to be cancelled.
3. Secure theatre as per normal.

## **Todd Theatre Emergency Procedures**

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### ***Power Outage Without an Audience***

**When the power goes out:**

**Stage Manager shall:**

1. Call University Facilities (273-4567) and try to get an estimate as to when the power will be restored.
2. Ensure that s/he and the ASM's have working flashlights.
3. Secure any dangerous objects/set pieces, and ensure that artists, actors and crew are safe.

**Assistant Stage Managers shall:**

1. Ensure they have flashlights.
2. Shut down all equipment that can be damaged by a power surge.
3. Help secure safety of actors, artists and crew.

## **Todd Theatre Emergency Procedures**

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### ***Cast or Crew Injury Without an Audience***

#### **When the injury occurs:**

#### **Stage Manager shall:**

1. Assess the injury and dispense first aid (skip to step 4).
2. If the injury is out of the stage manager's first aid knowledge, MERT (x13)/Security (x5-3333) should be called.
3. The Stage Manager will be the liaison with MERT/Security.
4. Once the injured person is attended to, the stage manager will decide whether or not the rehearsal will continue.
5. If an injury requires the assistance of MERT, Artistic Director and/or Production Manager must be called and informed.
6. Document the injury in the Rehearsal Report. If the injury sustained merits intervention by MERT/Security, a Performance Injury Report form must be filled out and submitted.

#### **Assistant Stage Managers shall:**

1. Keep all other cast and crew members away from the injured person.
2. Wait for decision from the Stage Manager with regard to the continuation of rehearsals.

#### **IMPORTANT NOTE 1: STAGE MANAGEMENT**

Stage Managers must ensure before beginning rehearsals each day that the First Aid Kit is adequately stocked.

Any refills or additions must be immediately requested (in the Rehearsal Report, orally, and in e-mail/writing) to Program Administrator *and* Production Manager.

#### **LOCATION OF FIRST AID STATION**

In the Green Room, to the left of the door leading to the Production Alcove.

#### **LOCATION OF FIRE EXTINGUISHERS**

1. Inside the Audience Alcove, to the right of the door to the Lobby.
2. In the Theatre, between the doors leading into the Production Alcove.
3. In the Paint Room.

## Todd Theatre Emergency Procedures

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### ***Cast or Crew Injury With an Audience***

#### **IMPORTANT NOTE 2: STAGE MANAGEMENT**

Stage Managers must designate one backstage ASM to act as the First Aid ASM. The First Aid ASM will, in addition to his/her other duties, be responsible for being the first backstage point of call for any injuries. This ASM will prepare and (if qualified) administer immediate First Aid, and be responsible for the preparation of Green Room space and security for any injured crew member or actor. Stage Managers must identify the First Aid ASM to cast and crew.

#### **When the injury occurs:**

**A. *If the injury is a minor one (small cuts, scrapes, etc.) that will not impede, to any serious degree, the actor/crewmember's continued functioning in the performance:***

#### **Stage Manager shall:**

1. Contact the designated First Aid ASM to prepare appropriate First Aid for the actor/crew member.
2. Liaise with First Aid ASM.
3. Briefly document the injury in the evening's Performance Report (First Aid ASM must sign off on Performance Report).

#### **Assistant Stage Manager (First Aid) shall:**

1. Liaise and follow instructions from the Stage Manager.
2. Prepare First Aid and Green Room for anticipated injured party.
3. Wait for the actor to exit from the scene/stage.
4. Apply necessary First Aid to the injured.
5. Update Stage Manager on the condition of the injured.
6. Sign off on Performance Report's documentation of the injury.

**B. *If the injury is a potentially serious one, the following protocols should be followed:***

#### **NOTE:**

A potentially serious injury is one whose scope goes beyond the application of basic First Aid. An injury of this type may endanger the wellbeing of the actor/crew member/audience member and threaten to interrupt, or force a cancellation of a performance or an actor/crew member's participation therein.

The judgment call identifying an injury as "serious" is ultimately the decision of the injured person, *however*, the decision to return to a performance/rehearsal, though it may be made in consultation with the injured party, is ultimately the decision of the Front-of-House Manager (and/or Stage Manager).

1. *If the injured party can exit at the end of a natural scene, act or interval break:*

#### **Stage Manager shall:**

- a. Immediately notify the Front-of-House Manager.
- b. Notify the First Aid ASM to prepare the Green Room (or other backstage area) for arrival of the injured party.
- c. Liaise with Front-of-House Manager on an ongoing basis as to the condition of the injured party.
- d. Determine an appropriate place to resume the performance.



**Assistant Stage Manager (First Aid) shall:**

- e. Follow the instructions of the Stage Manager and/or Front-of-House Manager.
- f. Prepare the Green Room for arrival of the injured party.
- g. Prepare any immediate First Aid that may be needed for the treatment of the injury.
- h. Keep other backstage cast and crew away from the injured party.
- i. Advise the Front-of-House Manager as to the role in the production of the injured, and whether the performance could be resumed without the actor/crew member's continued participation.
- j. If MERT (x13) is called, follow instructions and assist MERT with the injured party.
- k. If show is cancelled, follow normal post-show procedures.

**Front-of-House Manager shall:**

- l. On notification of injury, immediately proceed to the Green Room (or other location where the injured is located).
- m. Assess the injury.
- n. Call MERT (x13), if warranted.
- o. Liaise with and update Stage Manager about the condition of the injured.
- p. Assess (with help from the First Aid ASM and MERT) the impact of the injury on the continuation of the performance (if the performance can continue without the actor, or whether the actor/crew member's future appearances in the performance are such that they mandate the cancellation of the performance).
- q. Decide, based on the above, whether the performance can continue, and inform the Stage Manager of that decision.

*2. If the injured party cannot exit from the stage and must be attended to immediately:*

**Stage Manager shall:**

- a. Issue the following instruction in a loud, clear voice:  
    **"Actors. Please Hold."**
- b. Instruct the Light Op to bring up sufficient stage lights (if necessary).
- c. Make the following announcement in a clear, loud voice:  
    **"Ladies and Gentlemen. We appear to have an injury onstage. Please remain in your seats while we attend to the actor/crew member. Thank you for your understanding."**
- d. Instruct the First Aid ASM to enter the stage area and attend to the actor/crew member.
- e. Inform the Front-of-House Manager of the situation.
- f. Instruct (if necessary) backstage personnel to prepare the Green Room for the injured party.
- g. Await instructions from the Front-of-House Manager.
- h. If appropriate, after Front-of-House Manager's audience announcement (see 2.o. below), instruct Light Op to bring up houselights.
- i. Await further instructions from the Front-of-House Manager.

**Assistant Stage Manager (First Aid) shall:**

- j. Follow instructions of the Stage Manager.
- k. Enter stage area and assess the injured party's condition.
- l. On arrival of the Front-of-House Manager, consult with her and follow her instructions.

**Front-of-House Manager shall:**

- m. Immediately proceed to the stage and evaluate the condition of the injured party.
- n. Instruct the First Aid ASM and/or other backstage personnel to:
  - i. Move the injured to a safe location (if appropriate) and/or
  - ii. Call MERT (x13) and
  - iii. Instruct Front-of-House Staff to prepare lobby for possible performance cancellation (switch on lights, prepare Box Office for re-bookings, etc.)

**Front-of-House Manager shall (cont.):**

- o. Make the following announcement to the audience:  
**“Ladies and Gentleman. Thank you for your patience. We will take a short break while we attend to this situation. Please remain in your seats. We hope to resume the performance shortly.”**
- p. Await the arrival of MERT or follow the injured party to the Green Room/safe location and await the arrival of MERT.
- q. Follow steps 1.o above.

3. *If the performance must be cancelled:*

**Front-of-House Manager shall:**

- a. Inform the Stage Manager.
- b. If not already done, instruct the Box Office Staff to prepare the lobby for show cancellation (lights, etc.) and prepare the Box Office for re-bookings.
- c. Make the following announcement to the audience:  
**“Ladies and Gentlemen. Thank you for waiting. Regretfully, we will not be able to continue with tonight’s performance. Please feel free to rebook your tickets for another performance. You may do this tonight at the box office, online at [www.rochester.edu/theatre](http://www.rochester.edu/theatre), or by calling our reservations line at (585) 275-4088. Thank you for your understanding and we apologize for the inconvenience. Does anyone have any questions?”**
- d. Follow regular end-of-show procedures once patrons have been taken care of.
- e. Write up a Performance Injury Report Form which can be copied from the one included in this Handbook, or is on file in the Box Office and Green Room.
- f. Have the Stage Manager sign the Performance Injury Report adding, if necessary, additional comments.

**Stage Manager shall:**

- g. Following the Front-of-House Manager’s Audience Announcement (see 3.c. above), instruct Board Op to bring up houselights to full.
- h. Inform Cast and Crew of cancellation.
- i. Follow regular end-of-show procedures.
- j. Append additional comments (if necessary) to, and sign Front-of-House Manager’s Performance Injury Report.

4. *If the performance can be resumed:*

**Front-of-House Manager shall:**

- a. Inform the Stage Manager of the decision.
- b. Make the following announcement to the audience:  
**“Ladies and Gentlemen. Thank you for your patience. The actor/crew member has been referred for medical treatment [or appropriate other information]. We will be resuming the performance shortly.”**
- c. Prepare Lobby and Box Office for performance continuation (when necessary).
- d. If MERT is called and/or an actor/crew member is hospitalized, complete a Performance Injury Report. Have the Stage Manager sign and, if necessary, append his/her additional comments.

**Stage Manager shall:**

- e. Follow instructions of the Front-of-House Manager.
- f. After the Front-of-House Manager’s Audience Announcement (see 4.b. above), make the following announcement in a loud, clear voice:  
**“Actors: we are going to take it from [...]. Positions please.”**
- g. Instruct Light and Sound Op’s to go to the appropriate cue for resumption of performance.
- h. Wait until actors, cues, etc. are all set.

**Stage Manager shall (cont.):**

- i. Instruct Light Op to take out houselights.
- j. Make the following announcement in a loud, clear voice:  
    **“Actors: when you’re ready.”**
- k. Continue with performance.
- l. Append additional comments, if necessary, and sign the Front-of-House Manager’s Performance Injury Report.

## Todd Theatre Emergency Procedures

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### ***Audience Injury or Incapacitation***

*Should an audience member become severely ill or incapacitated during a performance:*

#### **Stage Manager shall:**

1. Make the following announcement in a loud, clear voice:  
**“Actors. Hold please.”**
2. Inform Front-of-House Manager of the situation.
3. Instruct Light Op to bring up houselights.
4. Await instructions from the Front-of-House Manager.
5. Determine a suitable cue for crew and actors to resume performance.
6. On receiving Front-of-House Manager’s permission for the performance to resume, make the following announcement to the audience in a loud, clear voice:  
**“Ladies and Gentlemen. Thank you for your patience. We are now ready to resume the performance.”**
7. Instruct Light and Sound Op’s to go to appropriate cue.
8. Make the following announcement to the cast in a loud clear voice:  
**“Actors: we are going to take it from [...]. Positions please.”**
9. Wait until actors, cues, etc. are all set.
10. Instruct Light Op to take out houselights.
11. Make the following announcement in a loud, clear voice:  
**“Actors: when you’re ready.”**
12. Post-show, sign Front-of-House Manager’s Performance Injury Report.

#### **Front-of-House Manager shall:**

1. Instruct Front-of-House staff (when applicable) to switch on Lobby Lights.
2. Enter theatre and assess the patron’s condition.
3. If possible:
  - a. Escort the patron (including his/her personal possessions and those accompanying him/her) from the theatre to the lobby, or
  - b. If removal of patron is impossible from the theatre, call MERT (x13) immediately for assistance.
4. Once safely out of the theatre, give permission to Stage Manager for the performance to continue.
5. Assist MERT.
6. Write up a Performance Injury Report and have Stage Manager sign it post-show.

## Todd Theatre Emergency Procedures

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### ***Workplace Injury for Tech, Build, Hang, Focus and other Technical Staff and Students.***

**IMPORTANT NOTE:**

It is the policy of the UR International Theatre Program that students, staff and guest artists working in Todd Theatre while building, hanging, focusing and rigging (etc.), as well as anyone operating potentially dangerous tools, instruments and machinery must *at all times*

be supervised. In the case of students, this supervision is the responsibility of the UR International Theatre Program Production Manager.

Additionally, no-one is permitted to be working technically in Todd Theatre without appropriate safety precautions being in place and without wearing appropriate safety protection.

Similarly, it is strictly forbidden for any faculty, staff, student or guest artist to be working in *any* capacity in Todd Theatre under the influence of alcohol, drugs, or any illicit substance.

- Minor technical workplace injuries (minor cuts, scrapes, splinters, etc.) should be treated using the First Aid Kit available in the Green Room. **Please Note: Any injury where a student, staff member, or employee (including visiting artist/instructor) seek any sort of medical attention through University Health Services or other medical care provider, or is not a minor workplace injury (as described above) must follow the format below for injury response.**
- It is the Production Manager's responsibility to ensure that for all Tech classes and labs, as well as for any independent technical/building work taking place in the theatre, the First Aid Kit is adequately stocked and maintained. Refills and replenishments of the First Aid Kit need to be submitted to the Program Administrator for ordering.

### ***In the event of a significant Technical Workplace or Costume Shop injury:***

1. If an injury cannot be addressed by simple First Aid, call MERT or (if warranted) Security (x13).
2. Apply basic, immediate first aid (if appropriate and if possible).
3. Call Production Manager (or Costume Shop Manager – for Costume Shop injuries) or, failing that, Artistic Director or Program Administrator.
4. *If the injured person is a staff member or University employee (including visiting artist/instructor)* the Production Manager/Costume Shop Manager (in terms of Costume Shop injuries) *must* complete and submit an Employee Incident Form 115 within 24 hours of the incident/injury. An example of this form is included at the end of this handbook. The form is filed electronically and found on the University's website at <http://www.safety.rochester.edu/SMH115.html>). In addition, the Production Manager/Costume Shop Manager (in terms of Costume Shop injuries) must submit to the Artistic Director (within 1 week of the incident) a written Technical Workplace Injury Report documenting the injury and signed by *both* the Production Manager *and* the Injured Party.
5. *If the person injured is a student*, the Production Manager/Costume Shop Manager (in terms of Costume Shop injuries) must submit to the Artistic Director (within 1 week of the incident) a written Technical Workplace Injury Report documenting the injury and signed by *both* the Production Manager *and* the Injured Party.
6. Technical Workplace Injury Reports (for us in student injury cases) are available from Production Manager or Program Administrator. Additional copies are available in the Green Room, or may be copied from the sample included in this Handbook.



**STAGE MANAGEMENT: PLEASE NOTE:**

In the event of an injury that results in the spoiling (especially including spills of blood, etc.) or damaging of any costume pieces, the Costume Shop Manager *must* be informed (irrespective of the location in which the injury took place). Costumes that have been spoiled by blood, or other fluids, should not be laundered without prior consent and instruction from the Costume Shop Manager.





**WORKPLACE INCIDENT REPORT**

(Do not remove from handbook. Use for photocopying, if needed.)

Every injury of Technical, Build, or Lighting Crew Members requiring hospitalization, emergency room service, or MERT intervention *must* be submitted to the Artistic Director of the UR International Theatre Program, no later than a week after the date of the incident. This report should be signed by both the Production Manager *and* by the injured party.

NAME OF INJURED \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

TEL. No. \_\_\_\_\_ DATE OF INJURY \_\_\_\_\_ TIME OF INJURY \_\_\_\_\_

DESCRIPTION/NATURE OF INJURY \_\_\_\_\_

\_\_\_\_\_

HOW DID THE INJURY OCCUR? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INJURED PARTY WAS (circle the appropriate):    A STUDENT    STAFF MEMBER    GUEST/VISITING

ARTIST

IF A STUDENT: DURING WHAT CLASS/LAB DID THE INJURY TAKE PLACE? \_\_\_\_\_

WHO WAS SUPERVISING THE STUDENT AT THE TIME OF INJURY? \_\_\_\_\_

WHAT STEPS WERE TAKEN AFTER THE INJURY OCCURRED (provide names, if possible)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS BY INJURED PARTY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED/DATE (PRODUCTION MANAGER)

SIGNED/DATE (INJURED PARTY)

\_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE INJURY REPORT**

(Do not remove from handbook. Use for photocopying, if needed.)

Every injury to a crew member, patron or actor that results in a performance cancellation or intervention by MERT must be documented on the following form.

Please submit the form to Artistic Director not later than 24 hours after the injury.

**NAME OF INJURED** \_\_\_\_\_ **TEL. NUMBER:**  
\_\_\_\_\_

**DATE OF INJURY** \_\_\_\_\_ **PRODUCTION** \_\_\_\_\_

**DESCRIPTION/NATURE OF INJURY** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW DID THE INJURY OCCUR?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INJURED PARTY WAS (circle the appropriate):**    A STUDENT    STAFF MEMBER    GUEST/VISITING ARTIST/PATRON

**IF A STUDENT, WAS S/HE AN (circle the appropriate):**    ACTOR    CREW MEMBER    AUDIENCE MEMBER

**WHAT STEPS WERE TAKEN AFTER THE INJURY OCCURRED (provide names, if possible)?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL COMMENTS BY STAGE MANAGER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNED/DATE (FRONT-OF-HOUSE MANAGER)**

**SIGNED/DATE (STAGE MANAGER)**

**UNIVERSITY OF ROCHESTER  
Employee Incident Report**

Fill out the online form located at:  
**<http://www.safety.rochester.edu/SMH115.html>**

see sample on the following pages