

# EMERGENCY INFORMATION

## Medical Emergencies

Floor/House Managers should always be notified if there is any kind a medical situation occurring. Front of House personnel will then alert Backstage Staff and the determination will be made to delay or halt the performance. Weidner Center personnel are trained in CPR and in the use of the AED (the defibrillator), and First Aid Volunteers are on hand at most performances.

### Illness -

- Offer immediate assistance.
- Tell a specific person (preferably an usher or staff member) to get the Floor or House Manager. Be clear and concise with your request.
- **Stay with the patron until help arrives.**
- The First Aid Volunteer, Floor/House Manager or a Weidner Center staff member will take over as soon as possible.
- Assist in keeping other patrons away from the area.

### Accident/Injury -

- ***Do not move the patron! Keep them still until help arrives.***
- Tell a specific person (preferably an usher or staff member) to get the Floor or House Manager. Be clear and concise with your request.
- ***In case of extreme trauma, tell a specific person to call 911 immediately***
  - **From a campus phone you may dial 911.**
- A Weidner Center staff member will call Public Safety at 2300.
- **Stay with the patron until help arrives.** Keep the patron calm.
- The First Aid volunteer, Floor/House Manager or a Weidner Center staff member will take over as soon as possible.
- Assist in keeping other patrons away from the area.
- If an ambulance has been called, clear the pathway of patrons so that the EMTs will be able to reach the injured person.
- **The House Manager must complete an incident report no matter what type of accident due to possible delayed symptoms.**

## Evacuation

- The technical staff will halt the performance.
- An announcement will be made asking patrons to exit the building.
- Ushers will go to their assigned post for the performance to help with the evacuation. *All emergency exits should be utilized.*
- Keep patrons calm and orderly.
- Assist disabled patrons out the emergency exits. Patrons in wheelchairs on the Mezzanine and Balcony levels should be taken into the stairwells. Be sure that the wheelchairs are not blocking the flow of traffic. Ask an exiting patron or usher to alert emergency personnel of your location.

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## **Fire**

The Weidner Center is equipped with a state-of-the-art fire alarm system. Alarm pulls and fire extinguishers are positioned throughout the building. Certain doors are equipped with automatic closures that will shut the doors in the event of an alarm.

Smell smoke? -

Notify the Floor/House Manager immediately. They and the Weidner Center staff will investigate before sounding an alarm.

See smoke or flames? -

Pull the nearest fire alarm and *immediately* notify a Floor/House Manager or Weidner Center staff member.

The Alarm Sounds -

*Emergency lights will flash and the alarm will sound.*

The Weidner Staff will investigate if it is a false alarm or a true fire.

- Ushers will go directly to their assigned post for the performance.
  - False Alarm - Patrons will not be informed during a performance.
  - Evacuation - An announcement will be made asking patrons to exit the building.
    - Follow **Evacuation Procedures**
    - Call 911 Then Public Safety at 2300.
    - DO NOT USE ELEVATORS
    - Check for heat before opening any doors. If hot, DO NOT OPEN!

## **Tornado**

Watch - Conditions are ideal for a tornado to occur.

- Patrons will not be informed during a performance.
- The Weidner Staff will monitor the situation for updates and changes in the weather.

Warning - A tornado has been sighted in the area.

***Inside the theatre space is the safest place for everyone to go***

- An announcement will be made informing the patrons of the situation and instructing them to stay in their seats.
- Ushers will go directly inside the theatre.
- Clear all patrons from areas near glass. ***Everyone should go into the theatre.***
- Assist any patrons who might need assistance.
- Close ALL theatre doors.
- If a patron chooses to leave, they may do so.
- Listen for additional instructions from Weidner Center staff.

# **EMERGENCY INFORMATION**

## **Bomb Threat**

- If you see anything that looks suspicious - DO NOT TOUCH IT!
- Immediately notify a Floor/House Manager or Weidner Center staff member.
- An announcement will be made asking the patrons to calmly exit the building.
- Ushers will go directly to their assigned post for the performance.
- Follow **Evacuation Procedures**

### **If you receive a bomb threat listen carefully and find out:**

- When is the bomb to go off?
- Where is the bomb now?
- What kind of bomb is it?
- What does it look like?
- Why did the caller place the bomb?

## **Power Failure**

The Weidner Center has battery-operated emergency lights which will automatically start within seconds of a power failure.

- Instruct patrons to stay seated until the emergency system comes on.
- An Announcement will be made informing patrons of the situation.
- Ushers will go directly to their assigned position for the performance.
- If power cannot be restored, an announcement will be made canceling the performance and instructing patrons to exit the building.
- Follow **Evacuation Procedures**

# **EMERGENCY INFORMATION**

## **Armed Intruder/Active Shooter**

The University of Wisconsin-Green Bay recommends the following options: evacuate, shelter in place or defend yourself (Run/Hide/Fight).

### **1. Evacuate or Shelter or Defend yourself?**

- Remain as calm as possible
- **Do not pull the fire alarm**
- Evacuate to a safe location if you can safely do so
- If you cannot escape, seek cover, hide, stay out of open areas and away from windows
- Close doors and lock if possible.
- Turn off lights and all equipment
- Remain quiet
- Try to warn others without endangering yourself
- If safe to do so, call 911
- If the person is causing death or serious bodily injury to others and you are unable to run or hide you may choose to play dead if other victims are around you

### **2. If you are outside:**

- Run away from the threat if you can, and as fast as you can
- Do not run in a straight line
- Keep vehicles, bushes, trees or anything that could possibly block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others

### **3. Prepare to defend yourself:**

- Prepare to defend yourself in the event that evacuating is not an option. If confronted by the armed intruder consider an improvised weapon (heavy or sharp object) to aid in your self-defense. Defend yourself by any means available.