

MANHATTAN SCHOOL OF MUSIC, BUILDING-SPECIFIC EVACUATION PLANS

Evacuation Routes and Responsibilities for Production Performance Spaces

Objective:

In the event of an emergency, it is the responsibility of the staff and crew to see that performers and audience members evacuate safely and in an orderly fashion.

The evacuation procedure is the same in all performance spaces. The lead staff member will make the evacuation announcement, turn on stage and house lights (if possible), and begin the evacuation process. Evacuation routes are listed by space. Patrons and performers in attendance should follow instructions from authorized staff members and outside emergency responders. Emergency procedures are reviewed with House Staff and Production Staff before each performance. Specific assignments are listed by space.

There are few performances that do not have a House Staff or Production Staff member in attendance. However, it is possible that the need for an evacuation may occur during one of these performances. In that event, any member of the School staff, faculty, or student body may assist in leading audience members and performers to a safe location. Education and training in self-evacuation is regularly provided to School faculty, staff and students.

Security staff may be reached at any time by dialing extension 4444 or 0.

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EVACUATION ANNOUNCEMENT

[If this is a drill, begin this announcement with “THIS IS A DRILL.”]

LADIES AND GENTLEMEN
IT IS NECESSARY
TO EVACUATE THE ROOM AT THIS TIME.
PLEASE CALMLY RISE AND
PROCEED TO THE NEAREST EXIT.
LISTEN TO THE INSTRUCTIONS OF YOUR USHERS.

[If this is a drill, follow this announcement with “THIS IS A DRILL.”]

JOHN C. BORDEN AUDITORIUM

1. Position assignments during evacuation

- Lead Production Staff Member
 - Make the evacuation announcement via mic and radio,
 - Turn on stage and house lights (if possible).
 - Clear performers on stage and direct them to the nearest evacuation route.
 - Operate the fire curtain (if needed).
- Stagehand #1
 - Helps to clear all performers on stage and direct them to the nearest evacuation route.
- Stagehand #2
 - Checks the backstage area and dressing rooms to make sure that all are clear and sends anyone there to closest evacuation routes.
 - Sweep the downstairs dressing rooms and the costume shop to make sure all are clear.
- After stage is clear, all stage crew will rendezvous outside the loading dock doors on Broadway. ALL staff should take their radios.
- House Staff
 - House Manager and Ushers will assist all patrons out of the theater via evacuation routes.
 - House Manager and Ushers will assist patrons with special needs out of the theater via evacuation routes.
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the house staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in the reserved section at the rear of Borden.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated; space permitting, in designated seats with movable arms on the aisle in rows G and P. Wheelchairs will be stored at the front of the auditorium alongside the stage.

2. Exit routes for performers

- Stage right: through Andersen hallway to Broadway.
- Stage left: Cross in front of the Stage and exit through Andersen hallway to Broadway
- Backstage right: down stairs to single door exit, down loading dock stairs and out to Broadway.

- Backstage left: down stairs, through basement to loading dock single door exit and out to Broadway.
- *Please see appendix A for specific paths for orchestras by instrument.*

3. Exit routes for patrons

- From Borden main floor include (facing stage):
 - i. Left side (House Left) exits through Andersen hallway to Broadway
 - ii. Rear exits through Borden main doors to Claremont Avenue
 - iii. Right side (House Right) exits left through “picture hallway” and through lobby and to main School entrance or right through Borden main doors to Claremont Avenue
- Exits from balcony
 - i. through rear or side doors, down main staircase through Borden Main doors to Claremont Avenue

ADES PERFORMANCE SPACE

1. Position assignments during evacuation
 - Lead Production Staff Member
 - Make the evacuation announcement via mic and radio,
 - Turn on stage and house lights (if possible).
 - Clear performers from space and direct them to the nearest evacuation route.
 - Stagehand #1
 - Helps to clear all performers in space and direct them to the nearest evacuation route.
 - Checks the backstage area and dressing rooms to make sure that all are clear and sends anyone there to closest evacuation routes.
 - After stage is clear, all stage crew will rendezvous outside the Claremont doors. ALL staff should take their radios.
 - House Staff
 - House Manager and Ushers will assist all patrons out of the space via evacuation routes.
 - House Manager and Ushers will assist patrons with special needs out of the space via evacuation routes.
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the house staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in appropriate location.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated, space permitting, in designated seats. Wheelchairs will be stored in an appropriate location as determined by House Staff and Production.
2. Exit routes for patrons and performers
 - a. Primary Exit: Main Theater Doors
 - i. In case of an emergency, audience and performers should leave through the main theater doors. They will then exit the building by walking through the Claremont Ave. doors.
 - ii. If the Claremont Ave. doors are blocked, then the audience and performers can exit the building by going through the Anderson passageway and exiting through the door to 134 Claremont Ave.
 - b. Secondary Exit: Pantry Doors

- i. If main doors are blocked, audience and performers can exit through the pantry doors on the west side of the room. They can exit the building by going through the Anderson passageway and exiting through the door to 134 Claremont Ave (outside the Dormitory Building).
- c. Tertiary Exit: Stairway to Basement
 - i. If the pantry doors are blocked, then audience and performers can exit through the stairway on the northeast side of the room. After going down the stairs to the basement, follow the exit signs to go out on Broadway next to the parking garage (outside the Dormitory Building).

Note: The Terrace doors are NOT an approved fire exit.

MILLER RECITAL HALL

1. Position assignments during evacuation
 - Lead Production Staff Member
 - Make the evacuation announcement via mic and radio,
 - Turn on stage and house lights (if possible).
 - Clear performers on stage and direct them to the nearest evacuation route.
 - Operate the fire curtain (if needed).
 - Stagehand #1
 - Helps to clear all performers on stage and direct them to the nearest evacuation route.
 - Checks the backstage area and dressing rooms to make sure that all are clear and sends anyone there to closest evacuation routes.
 - After stage is clear, all stage crew will rendezvous outside the loading dock doors on Broadway. ALL staff should take their radios.
 - House Staff
 - House Manager and Ushers will assist all patrons out of the hall
 - House Manager and Ushers will assist patrons with special needs out of the hall via evacuation routes.
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the house staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in appropriate location in the side porches.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated, space permitting, in designated seats. Wheelchairs will be stored in the side porches.

1. Exit routes for patrons and performers
 - Primary Exit: Main Theater Doors
 - i. In case of an emergency, audience and performers should leave through the main theatre doors. They will then exit the building by walking through the Claremont Ave. doors.
 - ii. If the Claremont Ave. doors are blocked, then the audience and performers can exit the building by going through the Anderson passageway and exiting through the door to 134 Claremont Ave.
 - Secondary Exit: House Left Door

- i. If main doors are blocked, audience and performers can exit through the exit door House Left on the west side of the room. Go down stairs, following exit signs, and exit onto Claremont Ave.
2. Exit plan for Persons with special needs
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the House staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in appropriate location in the side porches.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated, space permitting, in designated seats. Wheelchairs will be stored in the side porches.

GREENFIELD

1. Position assignments during evacuation
 - Lead Production Staff Member
 - Make the evacuation announcement via mic and radio,
 - Turn on stage and house lights (if possible).
 - Clear performers on stage and direct them to the nearest evacuation route.
 - Stagehand #1
 - Helps to clear all performers on stage and direct them to the nearest evacuation route.
 - Checks the backstage area and dressing rooms to make sure that all are clear and sends anyone there to closest evacuation routes.
 - After stage is clear, all stage crew will rendezvous outside the loading dock doors on Broadway. ALL staff should take their radios.
 - House Staff
 - House Manager and Ushers will assist all patrons out of the theater via evacuation routes.
 - House Manager and Ushers will assist patrons with special needs out of the theater via evacuation routes.
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the house staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in the reserved section at the back of Greenfield.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated, space permitting, in designated seats. Wheelchairs will be stored in against the wall in the rear of Greenfield.

Please see the following diagrams for exit paths.

BOSSI COMELLI

1. Position assignments during evacuation
 - Lead Production Staff Member
 - Make the evacuation announcement via mic and radio,
 - Turn on event space lights (if possible).
 - Clear performers out of space and direct them to the nearest evacuation route.
 - Stagehand #1
 - Helps to clear all performers out of space and direct them to the nearest evacuation route.
 - After space is clear, all crew will rendezvous outside the loading dock doors on Broadway. ALL staff should take their radios.
 - House Staff
 - House Manager and Ushers will assist all patrons out of the space via evacuation routes.
 - House Manager and Ushers will assist patrons with special needs out of the space via evacuation routes.
 - House staff will identify patrons with special evacuation needs and review evacuation procedure with them.
 - A member of the house staff will be assigned to assist the disabled patron in the event of an emergency. If the patron is accompanied, the companion is urged to act as a “buddy” and be given evacuation information including exit routes and wheelchair storage and retrieval.
 - Patrons remaining in wheelchairs will be seated in appropriate location in the rear of the space based on audience chair setup.
 - Patrons in wheelchairs who wish to move to other seats will be accommodated, space permitting, in designated seats. Wheelchairs will be stored in the rear of the space based on audience chair setup.
2. Exit routes for patrons and performers – ***Information forthcoming, Fall 2015***

OTHER PERFORMANCE VENUES

The following performance spaces are not part of the Public Assembly process. These halls' evacuation procedures are covered in the Emergency Management Program:

- The Solomon Gadles Mikowsky Recital Hall
- Charles Myers Recital Hall
- Carl and Lily Pforzheimer Hall

APPENDIX A- Orchestral Evacuation Paths by Instrument

All musicians will exit the stage via the nearest exit. If you are not clear as to what your exit should be, it is explained below.

- Stage right, through Andersen hallway to Broadway
 - Violins
 - Violins II

- Stage left, across the front of the stage, through Andersen hallway to Broadway
 - Cellos
 - Viola
 - Bass

- Backstage right, down stairs to loading dock, and out to Broadway
 - All Winds
 - Harps

- Backstage left, down stairs to loading dock, and out to Broadway
 - All brass
 - Timpani
 - Percussion

Stage crew or ushers will guide you out of the building.

REMEMBER!

REMAIN CALM AND EXIT IN AN ORDERLY FASHION!!

If the audience sees you exiting calmly, they will do the same.