



PTG BOARD POLICY 6-1

POLICY TITLE: Fire Safety During Performances

Policy statement –

The PTG values the safety of its patrons and wishes to reduce risk of injury and in response offers a fire safety protocol during performances.

Associated Legislation – Ontario Regulations 213/07 made under the Fire Protection and Prevention Act, 1997. The Fire Code is a regulation made under the Fire Protection and Prevention Act, 1997. The Fire Code is a set of minimum requirements respecting fire safety within and around existing buildings and facilities. The owner is responsible for complying with the Fire Code, except where otherwise specified. The municipal fire department enforces the Fire Code

POLICY

1. The Chair of House Managers shall be trained regarding fire safety through the Peterborough Fire Department (PFD). The Chair of House Managers shall develop and maintain a fire safety manual for PTG which shall be available in the lobby and accessible side lobby for reference by the House Managers. A fire safety reference card will also be provided in the vest pocket for each user. The Chair of House Managers is responsible for the training of individual House Managers so that each is knowledgeable of fire safety regulations including the following:
 - a. Location and use of fire extinguishers
 - b. Location of emergency exits and evacuation procedures
 - c. Location of fire alarm pulls in the building
 - d. Location of external meeting place(s) during an evacuation (see 8. below)
 - e. Location of phones and procedures to make external calls
 - f. Communication to key staff of a production
2. The House Manager is responsible for declaring an emergency situation in the lobby or auditorium and authorizing the postponement of the play. Communication shall be made to the stage manager through the technical operators. The stage manager is responsible for declaring an emergency situation backstage and on-stage and communicating such to the House Manager. The response person shall pull the fire alarm(s) to activate the alarm and dial 9-1-1 for assistance.
3. Each House Manager shall ensure that ushers are provided with flashlights Prior to the commencement of a performance. Flashlights will be available in the box office for pick up and return.
4. There shall be no blocking of aisles with chairs, wheelchairs or strollers and No person shall be permitted to sit in the aisle during performances. There are two designated wheel chair spots available at the front of the house.
5. It is recommended by the PFD that the House Staff include a House Manager and minimum of four ushers for a performance.

6. The ushers shall be seated in the auditorium during the performance. There are to be two designated seats at the front of the auditorium and two at the back for users. For security purposes, one member of the House Staff shall remain in the lobby.
7. Depending on the circumstances the House Manager or Stage Manager will activate the fire evacuation protocol.
8. As determined by the Fire Department, all patrons shall be evacuated through the Exits on either side at the front of the auditorium, if safe to do so in order to avoid a rush on the main stairs and to provide an exit that leads directly outside. The designated outdoor meeting place is the farthest parking lot behind the church and will be communicated to patrons at the time of an evacuation. It is essential that patrons remain at the designated meeting place until released by the PFD to ensure all are accounted for.
9. The House Manager shall record an accurate count of the tickets each night of performance to ensure the safety of all patrons in the case of an evacuation. This count will be kept in the House Manager's vest pocket.
10. The Stage Manager shall record an accurate count of the cast and crew each night of performance to ensure the safety of all cast and crew in the case of an evacuation. This count will be kept on their person.
11. All other user groups using the building for meetings or rehearsals shall upon hearing the fire alarm immediately evacuate the building to the designated meeting space until released by the PFD.

MONITORING:

The Chair of House Managers shall provide a list annually to the Production Executive President of names of trained ushers.

Any volunteer usher who does not comply with required training or refuses to follow fire safety policy may no longer continue to volunteer in the role of usher.

If an evacuation occurs the Chair of House Managers shall debrief with the president and provide a written summary to the production executive.

Rev #1: Approved by the Board of Directors May 22, 2014

Review Date: May 2017

Related Policies: Health and Safety