APPENDIX H: EMERGENCY ANNOUNCEMENTS

TEMPORARY HOLD DUE TO TECHNICAL DIFFICULTY

- House Curtain IN
- House Lights UP TO HALF
- Work Lights ON (Backstage)
- “God” Mic ON (At Call Desk or Backstage)
- Curtain Warmers UP

**In case of Power Failure:**
- Use battery-powered megaphone, if available, stored in the SM console or with ASM backstage if show is called from the booth. If no megaphone is available, an SM should come onto the apron of the stage and make announcements in a loud, clear voice.
- Emergency lights will automatically come on in the house.

**HOUSE ANNOUNCEMENT:**

| Ladies and Gentlemen. May I have your attention, please. |
| At this time, we are experiencing a technical difficulty that prevents us from continuing with the performance. Please remain seated as we hope to resume the performance after a brief delay. Theatre staff is available if you need any assistance. Thank you for your patience and understanding. |
| “God” Mic OFF at end of announcement. |

**BACKSTAGE ANNOUNCEMENT:**

| Ladies and Gentlemen. May I have your attention please. |
| We are having technical difficulties with *give specifics* and have stopped the performance temporarily. Please remain in your dressing rooms or the green room area within paging distance and listen for further announcements. Please do not come to the stage unless you are called to do so. Thank you. |

*example: “the lift downstage center is stuck”*
FIRE / EARTHQUAKE / DANGER OF EXPLOSION
EVACUATE BUILDING

House Curtain IN
House Lights UP TO FULL
Work Lights ON (backstage)
“God” Mic ON (At Call Desk or Backstage)

In case of Power Failure:
- Use battery-powered megaphone, if available, stored in the SM console or with ASM backstage if show is called from the booth. If no megaphone is available, an SM should come onto the apron of the stage and make announcements in a loud, clear voice.
- Emergency lights will automatically come on in the house.

HOUSE ANNOUNCEMENT:

Ladies and Gentlemen. May I have your attention, please.

At this time, please clear the auditorium, using the nearest exit, which may be behind you.

[Stevens Center ONLY]: Please use the stairs only. Do not use the elevators.

Once you are outside of the theatre, please follow the instructions of the theatre staff and emergency personnel. Thank you.

“God” Mic OFF at end of announcement.

BACKSTAGE ANNOUNCEMENT:

Ladies and Gentlemen. May I have your attention please.

We have an emergency condition and must clear the building immediately. Please use the nearest exit and do not stop to take off your costume, wig or make-up. Once clear of the building, please report to our meeting location (*) and wait for further instructions.

* For Steven’s Center ➔ W-S Journal parking lot on NE corner of 5th & Spruce.
* For Performance Place ➔ Grassy area outside lobby doors on south side of building.
* For DeMille ➔ In front of high school dorms by exit from deMille box office.

ELECTRICS AND SOUND: Power down boards
CARPENTERS: Fly out hanging scenery to grid; clear all exits
PROPS: Lock up show weapons in secure cabinet
ASM’s: Check rest rooms, dressing rooms, pit, crossover, etc.
CALLING SM: Take prompt book & cast valuables
APPENDIX H: EMERGENCY ANNOUNCEMENTS

TORNOADO WARNING OR OTHER WEATHER-RELATED EMERGENCY
SECURE AUDIENCE TO A SAFE AREA WITHIN BUILDING

House Curtain IN
House Lights UP TO FULL
Work Lights ON (backstage)
“God” Mic ON (At Call Desk or Backstage)

In case of Power Failure:
- Use battery-powered megaphone, if available, stored in the SM console or with ASM backstage if show is called from the booth. If no megaphone is available, an SM should come onto the apron of the stage and make announcements in a loud, clear voice.
- Emergency lights will automatically come on in the house.

HOUSE ANNOUNCEMENT:

Ladies and Gentlemen, May I have your attention please.

We are experiencing ________ (state specific condition) ________.

[STEVENS CENTER]: Please remain in your seats and do not exit the building. We will keep you informed on the situation as we receive updates. Thank you.

[PERFORMANCE PLACE]: Please follow the directions of the theatre staff and clear the auditorium at this time. Please move to the basement hallways and do not exit the building. We will keep you informed on the situation as we receive updates. Thank you.

[DeMILLE]: Please follow the directions of the theatre staff and clear the auditorium at this time. Please move to the theatre lobby and do not exit the building. We will keep you informed on the situation as we receive updates. Thank you.

“God” Mic OFF at end of announcement.

BACKSTAGE ANNOUNCEMENT:

Ladies and Gentlemen. May I have your attention please.

We are experiencing ________ (state specific condition) ________ and have temporarily stopped the performance.

[STEVENS CENTER]: Please go to either your dressing room or green room and do not exit the building. Do not take off your costume, wig or make-up at this time. Everyone is to remain together in these areas until given further instructions. Thank you.

[PERFORMANCE PLACE]: Please go to the basement to either your dressing room or green room and do not exit the building. Do not take off your costume, wig or make-up at this time. Everyone is to remain together in these areas until given further instructions. Thank you.
APPENDIX H: EMERGENCY ANNOUNCEMENTS

[DeMILLE]: Please go to either your dressing room or to the lobby and do not exit the building. Do not take off your costume, wig or make-up at this time. Everyone is to remain together in these areas until given further instructions. Thank you.

ELECTRICS AND SOUND: Power down boards
CARPENTERS: Fly out hanging scenery to grid; clear all exits
PROPS: Lock up show weapons in secure cabinet
ASM’s: Check rest rooms, dressing rooms, pit, crossover, etc.
CALLING SM: Take prompt book & cast valuables