

Theatre and Dance Emergency Preparedness

Staff assigned radios should turn on their radio and keep it on their person or accessible throughout the workday. While these radios are intended for emergency purposes, they can also be used as needed for immediate communication between staff. The channel breakdown is listed below for reference:

Channel 1 – Admin: For T&D Administrative functions and for emergencies

Channel 2 – House: For House Management use during productions

Channels 3 & 4 – Open channels for longer conversations that do not need to involve other staff

By 9:00am of each workday, the designated Building Emergency Manager should confirm who all is working on site that day and assign roles based on the chart below. An explanation of each role is explained in the Building Emergency Plan and included below.

Effective September 25th, 2023:

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Building Emergency Manager (backup)	David Thomases Cassie Gholston	David Thomases Cassie Gholston	David Thomases Cassie Gholston	Megan Bommarito Clarissa Smith	David Thomases Cassie Gholston
Communications Coordinator (backup)	Cassie Gholston Clarissa Smith	Cassie Gholston Megan Bommarito	Cassie Gholston Sydney Pattillo	Clarissa Smith	Cassie Gholston Megan Bommarito
Floor Manager - WIN Basement (backups)	Clarissa Smith Earnest Mazique Tori Marshall	Megan Bommarito Clarissa Smith Earnest Mazique Tori Marshall	Earnest Mazique	Earnest Mazique Tori Marshall	Megan Bommarito Earnest Mazique
Floor Manager - WIN 1st (backups)	Michelle Belisle Natasha Small Erik Felthouser	Lily Zapatero Dana McLaughlin Michelle Belisle	Lily Zapatero Erik Felthouser	Michelle Belisle Dana McLaughlin	Lily Zapatero Dana McLaughlin Natasha Small
Floor Manager - WIN 2nd (backups)	Sarah Barbour Tori Marshall	Sydney Pattillo Sarah Barbour Tori Marshall	Sydney Pattillo Sarah Barbour	Sarah Barbour Tori Marshall	Sydney Pattillo Tori Marshall

Building Emergency Team Responsibilities

Building Emergency Manager Responsibilities

- a. Develop and Maintain the Building Emergency Plan
- b. Appoint, equip, and coordinates training of the Building Emergency Management Team and the Communications Coordinator
- c. Educates and trains building occupants on emergency procedures
- d. Coordinates annual evacuation drill(s) of building occupants in conjunction with The University of Texas Office of the Fire Marshal
- e. During an evacuation, proceeds to assembly area and communicates with Floor Managers, University emergency personnel and other key personnel. Responds to the First Responder's Command Post once Floor Managers have reported building occupant status and relays pertinent information regarding the progress and status of the building evacuation to emergency personnel
- f. During an evacuation, communicates with the Communications Coordinator in an effort to keep the Building Emergency Management Team apprised on situational awareness and information from emergency services personnel
- g. Assists with access control measures
- h. Relays an "all clear" status when authorized by emergency services personnel

Floor Manager Responsibilities

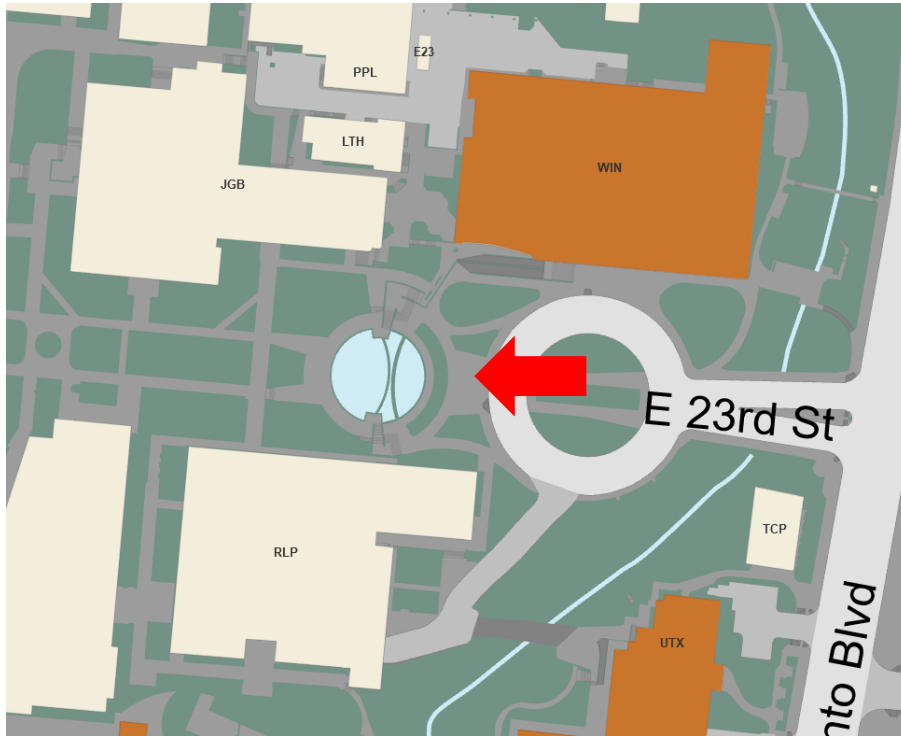
- a. Ensure all occupants of the floor are notified and are aware of the alarm condition
- b. Initiate an evacuation of the designated floor or space and direct occupants to the designated primary assembly point
- c. Assign personnel to monitor elevator lobby(s) as applicable to safeguard against elevator use and to direct occupants to egress routes
- d. Provide necessary support to all identified occupants who require evacuation assistance
- e. Conduct a primary floor inspection to ensure that all occupants of the floor or space have safely evacuated
- f. Account for occupants at the primary assembly area
- g. Provide a floor status report to the Building Emergency Manager or designee once safely outside of the structure
- h. In the event of a shelter in place condition relating to weather, direct building occupants to centralized areas of the structure, away from windows and doors and remain with occupants until an "all clear" status is announced

Communications Coordinator Responsibilities

- a. Communicates directly with the Building Emergency Manager and relays essential information to the Building Emergency Management Team to ensure situational awareness during an event
- b. Ensures building occupants are notified in the event of an emergency
- c. Provides update information to building occupants regarding the nature and the status of the event

Assembly Points

Primary Assembly Point
23rd Street Circle Next to the Fountain



Secondary Assembly Point
North of the Student Activities Center

