



Backstage Emergency Procedures

V1 as of 11.30.2023

Fire Procedures (aka what do you do when your house is on fire....)

1. If you notice the threat of a fire in the space, first pull the fire alarm!
2. Call ECPD ((617) 824-8555) and then 1st ASM Susan Weinhardt (703.966.7331) and cite the emergency location (the Semel Theater on the third floor of the Tufte Building) and what is going on.
3. Before leaving the building, Susan will send Nathan to collect weapons onstage and throw them into the Slaughterhouse part of the set (behind the barn doors).
4. Susan will lead an evacuation of the building through the backstage staircase (we use these to get to the dressing rooms) We will go down to the 1st level and exit out of the loading dock doors and cross the street to outside of the Tam.
5. Susan will call pSupe, Emma Alvarez Roth, who will communicate what is going on with OA.
6. Once we have coordinated with ECPD, we will be notified by OA and ECPD when we can reenter the Semel.

Sheltering in place procedure (aka an outside threat to hope falls – not the plague!)

1. If there is the threat of an outside or inside member of the community that requires us to stay in our spot, undetected, please notify 1st ASM Susan Weinhardt (703.966.7331).
2. Susan will notify ECPD ((617) 824-8555) and OA/pSupe if they were not the ones who created the notification in the first place.
3. Susan will send Nathan to collect weapons onstage and throw them into the Slaughterhouse part of the set (behind the barn doors).
4. Susan will open the room next to the freight elevator on the 3rd floor and load up the room with as many people as possible. The next hiding spot will be on the 4th floor in the booth.
5. In both rooms, racks of chairs/chairs can be used to barricade the doors.
6. People should hide behind things and under tables.
7. LOCK all doors when loaded up with people.
8. If worse comes to worst, people can also hide inside the set.
9. Susan will call pSupe, Emma Alvarez Roth, who will communicate what is going on with OA
10. Susan will wait to let people leave these rooms once she hears word from OA and ECPD.



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Evacuation procedures (aka running through the woods)

1. If there is a threat inside the building that cannot be avoided using shelter in place procedures or another emergency inside the building, this procedure will operate in a similar way as the fire procedure.
2. Contact 1st ASM Susan Weinhardt (703.966.7331) if you notice a threat.
3. Susan will send Nathan to collect weapons onstage and throw them into the Slaughterhouse part of the set (behind the barn doors).
4. Susan will lead an evacuation of the building through the backstage staircase (we use these to get to the dressing rooms) We will go down to the 1st level and exit out of the loading dock doors and cross the street to outside of the Tam.
5. Susan will call pSupe, Emma Alvarez Roth, who will communicate what is going on with OA.
6. Once we have coordinated with ECPD, we will be notified by OA and ECPD when we can reenter the Semel.