



GERSHWIN THEATRE

222 West 51st Street, NY, NY 10019

FIRE & EMERGENCY PREPAREDNESS

EMERGENCY ACTION PLAN (EAP) GOALS:

Keep all occupants safe – Keep the building secure – Reoccupy the building & restart business

EVERYONE'S RESPONSIBILITY: "Everyone is on the Safety Team"

Listen and Follow ALL Directions – Assist in any and all tasks of the Warden team

Become familiar with:

1. ALL fire exits, stairs, alleys, fire alarm pull stations, fire extinguisher locations and other safety related equipment and features throughout the building
2. The roles and responsibilities for the various emergency response team members and other theatre personnel
 - Plan an evacuation route and an alternate route; consider available exit stairs, exit corridors, alleys, interior/exterior passageways, fire escapes and doors directly to the street
 - Participate in training and practice drills
 - Practice good housekeeping and implement fire prevention measures to limit accidents
 - Notify the Fire & Emergency Preparedness Coordinator as well as the House Manager and/or Stage Manager of all fire safety related hazards and other emergencies

Off-Site Assembly Areas:

Primary – World Wide Plaza (central plaza mid-block, between 8th and 9th Avenues)

Secondary – 7th Ave., betw. W 52nd & W 53rd St. (In front of the Sheraton NY Times Square Hotel)

SCENARIO #1 – FIRE: IF FIRE OR SMOKE IS DISCOVERED

FIRE & EMERGENCY PREPAREDNESS COORDINATOR (*FEPC) and Certificate of Fitness holder

1. Coordinate and supervise all personnel during any emergency condition including managing the incident, directing evacuation, relaying applicable information to the Floor Wardens, occupants, etc., and assisting other emergency responders.

DEPUTY FLOOR WARDENS (*DFW):

1. Assist in gathering information from the Fire & Emergency Preparedness Coordinators.
2. Lead occupants in the evacuation *via* the stairs – DO NOT USE ELEVATORS.

FLOOR WARDENS (*FW):

1. Ensure the fire alarms (Pull Station) is activated (& call 911) upon notification of Fire.
2. Feel any exit doors to determine if they are warm. If the doors feel normal, open the door slightly to check the exit for smoke or flames and then shut the door. Notify the DFW and FEP-C if any egress path or exit is unusable.
3. Confirm all occupants on their floor/area are notified of a fire and their need to evacuate. Sweep the area, directing people to the closest, safe exit, and ensuring all occupants are evacuated in an orderly manner. Should a route be impassable, direct people to an alternate route.
4. Check ALL Rooms; (BOH) Basement, Dressing Rooms/Bathrooms, Stage, Grid/Fly Floor; (FOH) Orchestra, Mezzanine and Boxes, Lounge Bathrooms, Lobby.



5. Identify who may need special assistance and ensure that anyone with a disability and their companion(s) are together. If anyone remains who needs special assistance, try to assist the person to an exit or seek help to evacuate them from the building or to move them to the predetermined staging area.
6. USE THE STAIRS – *DO NOT USE ELEVATORS.*
7. Close all doors and windows to help limit fire/smoke spread if possible.
8. Proceed to primary designated meeting site and perform responsibilities to ensure that all persons are accounted for during an evacuation.

RESPONDING TO AN EMERGENCY: General Procedures

Remember the acronym: RACE

React: Upon detection of an emergency, whether through sight, smell, sound, feel, etc., do not delay in responding to the situation, including notifying people and/or emergency responders of the emergency conditions.

Activate: Persons discovering a visible fire, smoky condition, etc. should actuate the nearest fire alarm pull station and call 911. *NOTE:* It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm if people are in the building and the alarm has not sounded. This should be done while exiting the building.

Communicate with emergency response team: The FEP-C will be the central point for collecting and disseminating information, including any announcements made to audience if in the house. The FEP-C will be the main liaison with FDNY and emergency responders. It is important that information is gathered and shared in a concise and orderly manner.

Evacuate: Depending on the emergency (see Scenario #2 below), occupants in the building, emergency response team members in the building, the FEP-C will need to gather appropriate information and develop an evacuation response strategy.

SCENARIO #2 – NON-FIRE Emergencies, such as:

NATURAL: Earthquakes, Hurricanes, Tornadoes, Snow Storms, Floods, Extensive Heat/Cold

MAN-MADE: Blackouts, Work Place Incidents, Civil Unrest/Riots, Nuclear-Chemical-Bio-Radiological, Bomb Threat/Suspicious Package.

- (See attached NYPD Brochure for suggestions on Active Shooter/Counter-Terrorism.)
And, remember – **IF YOU SEE SOMETHING, SAY SOMETHING**

In the event of a Non-Fire Emergency, your FEP-C will inform occupants of the following information:
(the 4W's)

WHAT: has occurred

WHERE: it has occurred

WHICH: action you are directed to take

WHY: it is necessary to take this action

You will be instructed to take one of the following **4 actions:**

- **Shelter in Place** – Remain at your work location. **DO NOT** go outside the building
- **In Building Relocation** – Move to another, more secure part of the building
- **Partial Evacuation** – Selected floors will be directed to evacuate to an assembly area
- **Full Evacuation** – The entire building will be directed to evacuate to an assembly area





