

Roda emergency procedures manual

**Procedures are in alphabetical
order**

Performance procedures are red tabbed

Non-performance procedures are green
tabbed

***In the event of an
evacuation take this manual
with you***

**Note: in the event of a power outage or disruption it
may be necessary to dial a “7” rather than a “9” to
access an outside line**

Table of Contents

1 – Emergency contacts, phone numbers, hospitals and directions and maps.

2 – Emergency procedures (performance and non-performance) in alphabetical order

- bomb threat
- civil disorder/riot
- crime in progress
- earthquake
- fire
- general evacuation
- medical emergency
- power outage
- toxic chemical release
- youth and child issues

3 – maps of

- fire extinguishers
- first aid kits
- earthquake kits
- gas and water mains
- electrical/breaker panels
- maps to area hospitals

4 – 1st Aid instruction sheets

Appendix A

- patron/ticketing issues
- Non-emergency cancellation announcement
- show cancellation policy

Emergency contact numbers
As of March 2003

Managing Director:

Susie Medak 1-510-543-5443

General Manager:

Karen Racanelli 1-510-387-5697

Artistic Director

Tony Taccone 1-510-435-2514

Communications Director:

Hope Towner 1-831-261-2555

Director of Operations:

Bruce Veenstra 1-510-290-9811

Facilities' Manager:

Mike Schaefer 1-510-290-8577

Sales Manager

Christine Bond 1-510-325-0943

Pacific Gas and Electric

1-800-743-5000

1-510-848-8658

(Emergency service #'s on following page)

Emergency services

ANY emergency:

9-911

Note: in the event of a power outage or disruption it may be necessary to dial a “7” rather than a “9” to access an outside line

Police non-emergency:

9-981-5900

Fire non-emergency:

9-981-5900

Poison Control (24 hours):

1-800-222-1222

If you know of or suspect a problem or just need to talk to someone it's OK to ask

National Certified Crisis Hotline (24 hour):

1-800-784-2433

Suicide Prevention (24 hour):

(510) 849-2212

(510) 889-1333

Child Abuse/Endangerment (24 hour):

A Safe Place 1-800-536-7233

Alameda County Child Services 510-259-1800

Counseling:

Alameda County (ACCESS) 1-800-491-9099

If you know of or suspect a problem or just need to talk to someone it's OK to ask.

Area Hospitals

closest emergency room:

Alta Bates
2450 Ashby Avenue
Berkeley

employee/work related injuries:

please do not use Alta Bates between 8AM and 5PM Monday – Friday

U.S. Healthworks clinic
2850 7th Street
Berkeley
510-845-5170

In the event staff are stranded at Berkeley Repertory Theatre for whatever reason there is a cabinet in Stadium Garage filled with emergency rations. The cabinet is painted white and on the aisle end of the first set of platforms to the right. It is sheathed with very thin wood which can be kicked through quite easily if need be.

**In the event of an area wide
disaster, the park at the
corner of Center Street and
Martin Luther King is a
designated Red Cross first
aid station.**

bomb threat
performance announcement

Ladies and Gentlemen: we have a problem backstage. For your safety please calmly exit the theatre and help those who may need assistance.

(repeat 3 times)
(procedures on following page)

bomb threat procedures (performance)

Whoever receives threat make Stage Manager and House Manager aware of threat immediately. The threat may come via police notification or through direct contact. If the threat comes via direct contact, contact the police immediately and fill out the questionnaire at the end of this section.

A single police officer will arrive and assess the situation for credibility. If the police officer determines the threat is credible, the officer will bring in a bomb squad and the procedures on the following pages should be followed.

(procedures continued on following page)

bomb threat procedures (performance)

(continued)

1. Stage Manager bring house and worklights to full, make performance bomb threat announcement:

Ladies and Gentlemen: we have a problem backstage. For your safety please calmly exit the theatre and help those who may need assistance.

2. Stage manager follow patrons out of building. Do head count of cast and crew at assembly place on the northwest corner of Addison and Shattuck under Kress building, report to HM **or fire department**. Make sure walkie-talkies are kept on. Place appropriate calls on the BRT Emergency contact list ASAP

3. House manager and ushers begin directing patrons outside and towards Shattuck. Beware arriving fire trucks and police vehicles. House manager use megaphone to make any announcements as needed such as making patrons aware the show may resume if the “incident” is minor. Make sure walkie-talkies are kept on.

(procedures continued on following page)

bomb threat procedures (performance)

(continued)

4. Backstage crew, closing doors behind them, move to lobby and be available to assist ushers in evacuating house. Assemble on northwest corner of Addison and Shattuck under Kress building after assisting ushers. Stage carpenter do head count of actors and crew, and report to stage manager.

Patron refund/ticketing issues are dealt with in appendix A

Departments accounted for

- _____ Accounting
- _____ Administration
- _____ Artistic
- _____ Box office
- _____ Company manager
- _____ Costumes
- _____ Custodial
- _____ Development
- _____ Education
- _____ Electrics
- _____ Facilities
- _____ Marketing
- _____ Paints
- _____ Production
- _____ Props
- _____ Run crew
- _____ Scene shop
- _____ Sound
- _____ Stage management
- _____ Telemarketing
- _____ Wardrobe

bomb threat non-performance procedure and announcement

The threat may come via police notification or through direct contact. If the threat comes via direct contact, contact the police immediately and fill out the questionnaire at the end of this section.

A single police officer will arrive and assess the situation for credibility. If the police officer determines the threat is credible, the officer will bring in a bomb squad and the procedures on the following pages should be followed.

**bomb threat
non-performance procedure and
announcement**

1. Go to nearest phone:
 - a) press the “feature” button
 - b) press “6” and “0”
 - c) press “1”
 - d) press “1”

2. Make the following announcement:

Your attention please. This is not a drill.
Please evacuate the building immediately.
This is not a drill. Please evacuate the
building immediately.

(repeat three times)

(non-performance evacuation procedures
on following page)

In the event you are unsure whether everyone has heard the announcement to evacuate, it's OK to pull a fire alarm. However, it is essential you convey that information to the police, fire department, director of operations or facilities manager.

general evacuation procedures

In the event of any evacuation for any reason:

1. Leave the building as quickly as possible. Close doors behind you, but leave lights on.
2. Be aware of anyone who might need assistance.
3. Assemble at the northwest corner of Addison and Shattuck, near the Kress building.
4. Supervisors and department heads do a head count.
5. Make sure the managing director, director of operations and the facilities manager are called ASAP.
6. Be available to give information to the police or fire department.
7. **Do not** re-enter the building until the managing director, the director of operations or the facilities manager **receive the all-clear from either the police or fire departments.**

Departments accounted for

- _____ Accounting
- _____ Administration
- _____ Artistic
- _____ Box office
- _____ Company manager
- _____ Costumes
- _____ Custodial
- _____ Development
- _____ Education
- _____ Electrics
- _____ Facilities
- _____ Marketing
- _____ Paints
- _____ Production
- _____ Props
- _____ Run crew
- _____ Scene shop
- _____ Sound
- _____ Stage management
- _____ Telemarketing
- _____ Wardrobe

Civil Disorder/Riot

Should the city of Berkeley experience some form of civil unrest, a 3 part system is employed by the city to make citizens aware of the problem:

- a) First, police cars will patrol affected and adjacent neighborhoods announcing via P.A. there is a civil disturbance and advising residents to remain indoors
- b) Second, the air raid/ severe weather sirens around the city will wail to warn citizens something is amiss
- c) Third, the city of Berkeley will be implementing a phone system which will automatically dial phones in the affected area with a pre-recorded announcement. The HM cell phones, the facility manager's and director of operation's cell phones have been placed on the list for BRT's neighborhood.

(note: as of June, '03, the city's phone alert system is not operational. Projected completion is for sometime in 2005)

Should an alert of any type be received, please follow the instructions on the following pages and House Managers tune the emergency radios to AM 1610.

Civil Disorder/Riot general announcement

Your attention please. The City of Berkeley police department has announced a possible civil disturbance. With the possibility of danger to patrons, staff and property we will be locking all doors. For your own protection **please remain inside**. We will keep you updated as events transpire. If you are expecting visitors please contact them and inform them of the situation. Once again, the exterior doors will be locked and we ask that you remain inside.

(repeat twice)

(procedures are on the following pages)

Civil Disorder/Riot procedures performance and non-performance

1. Make sure all outside doors are locked.
2. Post one or more persons in the lobby to be alert for trouble.
3. Be ready to call 911 in the event of trouble.

Note: administrators for the city of Berkeley are aware the Berkeley Repertory Theatre, like other large, public venues, may have hundreds of patrons on the premises. Appropriate assignments and actions for police, fire and rescue personnel have been made. If a disturbance on the 2000 block of Addison is imminent, police will be on the block if not immediately available.

crime in progress
no announcement

1. If contact is unavoidable **give them what they want.**

2. Dial 911 as soon as possible. **Follow the operator's instructions.** Be ready to give details to operator such as:
 - a) nature of crime
 - b) number of persons involved
 - c) description of criminals
 - height and weight
 - clothing and jewelry
 - vehicle?
 - armed with?
 - skin color/ethnicity
 - last direction seen traveling

3. If you need to call for assistance via radio or telephone page the code phrase is “**Albert** to the (area of crime) .”

In the event BRT has a staff member by the name of **Albert** the code name will be **Einstein**.

Earthquake performance announcement

Ladies and Gentlemen: We are experiencing an earthquake. For your protection bend forward and cover your head with your arms until the earthquake passes. Do not leave the building.

(repeat once)

(post-earthquake announcement on following page)

post-earthquake announcement

Ladies and Gentlemen: our backstage crew is making a thorough check of the scenery to be certain there is no risk to patrons or staff.

We thank you for your patience.

(repeat twice)

(show cancellation announcement and procedures on following page)

**post-earthquake show cancellation
announcement**

Ladies and Gentlemen: due to possible hazards backstage to the cast and crew, the Berkeley Repertory Theatre will not continue this performance.

Please call the box office within 48 hours to reschedule or receive a ticket refund.

(repeat twice)

Earthquake Performance Procedures

1. Stage manager make earthquake announcement. The House Manager may have to silence fire alarm announcement at the fire panel. House manager be prepared to take over responsibility of communicating to patrons.

2. Assess damage and look for injured patrons, cast or crew. Be aware of possible water leaks from damaged pipes. Sniff for gas. Backstage crew check bathrooms for sewage back-flow.

The main gas shutoff for the Roda is on the west outside wall to the left of the lobby exit. Turn the valve to the left of the meter. It requires a wrench with at least a 2" jaw. There is a wrench plastic tie strapped to the wall in the house-left alcove with the fire sprinkler control valves

The main water shutoff for the Roda is also on the west outside wall to the left of the lobby exit. It requires no wrench.

A gas, water and fire sprinkler shut-off valve map is at the end of this section.

3. Assuage panicked patrons with post-tremor announcement.

(procedures continued on following page)

4. Determine whether to continue show. (*Guideline: if any large, normally stable scenic elements were seen to move/sway or any lights are noticeably out of position the performance should be cancelled*) The final decision to cancel the show resides with:

- a) managing director
 - b) general manager
 - c) artistic director
 - d) communications director
- for additional guidance.

5. Make post-earthquake show cancellation announcement to patrons.

6. In the event of a severe earthquake, the park at Center and Martin Luther King is a designated Red Cross aid station.

Note: in the event of a power outage or disruption it may be necessary to dial a “7” rather than a “9” to access an outside line

Patron refund/ticketing issues are dealt with in appendix A

Departments accounted for

- _____ Accounting
- _____ Administration
- _____ Artistic
- _____ Box office
- _____ Company manager
- _____ Costumes
- _____ Custodial
- _____ Development
- _____ Education
- _____ Electrics
- _____ Facilities
- _____ Marketing
- _____ Paints
- _____ Production
- _____ Props
- _____ Run crew
- _____ Scene shop
- _____ Sound
- _____ Stage management
- _____ Telemarketing
- _____ Wardrobe

earthquake

non-performance procedures

1. Get under nearest desk or doorway. Wait there until earthquake passes.

2. If the fire alarm sounds, evacuate the building after tremors cease. Assemble on the northwest corner of Shattuck and Addison near the Kress building.

It's very likely the fire alarm has been triggered by a broken sprinkler head rather than an actual fire. Be aware of water spraying, note the location and make sure the information is relayed to either the facilities manager or the director of operations. In the event of an evacuation also be aware of anyone needing assistance.

3. After tremors cease supervisors and department heads do head count, check for injuries.

(procedures continued on following page)

4. Do a building assessment in your area. Be very aware of possible gas leaks. Maps and instructions for gas, water and fire sprinkler shut-off valves are included at the end of this section.

Also be aware sewage may back up and overflow in first floor bathroom toilets. If you are able to, find something with which to stopper the toilet.

Make sure the facilities manager or director of operations are made aware of **any** irregularities or problems with the building.

5. If the building has been evacuated **do not** re-enter the building until the managing director, the director of operations or the facilities manager **receive the all-clear from either the police or fire departments.**

6. Upon re-entering the building be alert for any “irregularities”. Notify the facilities manager or director of operations **immediately** of any concerns regarding the building.

Note: in the event of a power outage or disruption it may be necessary to dial a “7” rather than a “9” to access an outside line

Roda gas, water and fire sprinkler shut-off instructions

map for gas, water, and fire sprinkler shut-off locations on following page.

Gas: the natural gas supply for the Roda is on the southwest corner of the Roda, on the loading dock, between the lobby and house emergency exits. You should be able to turn the valve by hand but if a wrench is required the wrench must have at least a 2” jaw opening. There are 2 valves. Turn either one 90 degrees.

Main Water: the main water supply for the Roda is on the southwest corner of the Roda, on the loading dock, between the lobby and house emergency exits. There are two hand operated valves. Turn either one 90 degrees to the left or right.

Fire Sprinklers: the main shutoffs (there are 3) for the fire sprinklers are in the Roda house left emergency exit **alcove**. The valves are all painted blue and they are all tagged “**main drain**”

maps for gas, water, and fire sprinkler shut-off locations on following page.

Fire Performance Announcement

(after recorded announcement silenced)

Ladies and Gentlemen: we have a problem backstage. For your safety please calmly exit the theatre by the (side / rear / all exits) and help those who may need assistance. We will resume the performance if possible.

(repeat twice)

**evacuation procedures are on the
following page**

Fire evacuation procedures

Roda

(performance)

1. Pull fire alarm.
 2. Notify stage manager and house manager of situation.
 3. House manager silence the recorded message to allow Stage Manager to be heard via god-mike. The Stage Manager prepare to make the announcement ASAP.
 4. Stage manager bring house and worklights to full, make initial announcement via God-mike. Follow patrons out of building; do head count of cast and crew at assembly place on the northwest corner of Addison and Shattuck under Kress building, report to **HM or fire department**. Make sure walkie-talkies are kept on. Place appropriate calls on the BRT Emergency contact list ASAP.
 5. House manager and ushers begin directing patrons outside and towards Shattuck. Beware arriving fire trucks. House manager use megaphone to make any announcements as needed such as making patrons aware the show may resume if the “incident” is minor. Make sure walkie-talkies are kept on.
- (procedures continued on following page)

6. Backstage crew, closing doors behind them, move to lobby and be available to assist ushers in evacuating house. Assemble on northwest corner of Addison and Shattuck under Kress building after assisting ushers. Stage carpenter do head count of actors and crew, report to stage manager, house manager **or fire department** if the fire department has arrived.

7. Staff assemble on northwest corner of Addison and Shattuck under Kress building. Stage manager and house manager do headcount. **Report to fire department.**

8. The house manager has final authority and will deal directly with the fire department as needed until either the facilities manager, the director of operations or managing director arrives.

9. As soon as possible call the managing director, director of operations and the facilities' manager. When any of them arrives, please do as asked. If there is a judgment call regarding the re-starting of the performance it will be made by:

- a) managing director
- b) general manager
- c) artistic director

Patron refund/ticketing issues are dealt with in appendix A

Fire evacuation procedures
Roda
(non-performance)

1. Pull fire alarm if fire too small to extinguish with fire extinguishers.
2. Evacuate building. **If possible** turn off equipment and close doors behind you. **Leave lights on.** Be **very** aware of anyone needing assistance.
3. Assemble on northwest corner of Addison and Shattuck under Kress building.
4. Department heads do head count, report to fire department and highest level staff member available.
5. Call the managing director, the director of operations and the facilities manager **as soon as possible.** When they arrive do as asked.
6. Be available to give information to fire department.

Do not attempt to re-enter the building unless the all clear is given by the managing director, director of operations or the facilities' manager **who will receive their "all clear" from the fire department.**

Departments accounted for

- _____ Accounting
- _____ Administration
- _____ Artistic
- _____ Box office
- _____ Company manager
- _____ Costumes
- _____ Custodial
- _____ Development
- _____ Education
- _____ Electrics
- _____ Facilities
- _____ Marketing
- _____ Paints
- _____ Production
- _____ Props
- _____ Run crew
- _____ Scene shop
- _____ Sound
- _____ Stage management
- _____ Telemarketing
- _____ Wardrobe

**general evacuation
performance announcement**

Ladies and Gentlemen: we have a problem
backstage. For your safety please calmly
exit the theatre and help those who may
need assistance.

(repeat 3 times)
(procedures on following page)

general evacuation procedures

In the event of any evacuation for any reason:

1. Leave the building as quickly as possible. Close doors behind you, but **leave lights on**.
2. Be aware of anyone who might need assistance.
3. Assemble at the northwest corner of Addison and Shattuck, near the Kress building.
4. Supervisors and department heads do a head count.
5. Make sure the managing director, director of operations and the facilities manager are called ASAP.
6. Be available to give information to the police or fire department.
7. **Do not** re-enter the building until the managing director, the director of operations or the facilities manager **receive the all-clear from either the police or fire departments**.

Note: in the event of a power outage or disruption it may be necessary to dial a “7” rather than a “9” to access an outside line

Departments accounted for

- _____ Accounting
- _____ Administration
- _____ Artistic
- _____ Box office
- _____ Company manager
- _____ Costumes
- _____ Custodial
- _____ Development
- _____ Education
- _____ Electrics
- _____ Facilities
- _____ Marketing
- _____ Paints
- _____ Production
- _____ Props
- _____ Run crew
- _____ Scene shop
- _____ Sound
- _____ Stage management
- _____ Telemarketing
- _____ Wardrobe

**general medical emergency
performance announcement**

Ladies and Gentlemen: we are experiencing a medical emergency. Would individuals with medical training please identify themselves to the House Manager in the (lobby/house).

(repeat once)

(procedures on the following page)

general medical emergency performance procedures

1. Either the house manager, backstage 1st aid designee or whoever discovers the ill person stabilize the individual.
2. Either the house manager or the stage manager, whoever is available, should dial 911. It's quite alright if several people end up dialing 911, especially since it's occasionally hard to get through. **When in doubt dial 911.** Give as much information as possible to the operator.
3. If possible, move the person either to the lobby OR if the situation warrants, into the gift shop and *partially* roll the door down. Someone should be assigned to stay with the ill individual.
4. If there is a trained medical professional in the audience who makes themselves available do exactly as they ask.
5. Call a custodian if needed to clean up.

(more information on following page)

general medical emergency

Some general information:

- a wheelchair is available in the 3rd floor storage of the Roda
- a folding cot is available in the 3rd floor storage of the Roda
- a map of 1st aid kits is available in this section
- It's BRT policy that if a patron just needs to lie down it's OK to set the cot up in the gift shop and roll the door down half way to give the person some privacy. However, if this option is chosen someone needs to be assigned to stay near or look in on the patron at regular intervals.
- though maps to the Alta Bates emergency room are provided in this handbook, it's highly recommended that an ambulance be called for if the situation warrants

**medical emergency
non-performance procedures
and announcement**

1. Dial 911 immediately

2. Go to nearest phone:

- a) press the “feature” button
- b) press “6” and “0”
- c) press “1”
- d) press “1”

3. Make following announcement:

Would any personnel with 1st Aid training
please report to (area of injured person) :
(names of appropriate individuals on
following page)

4. Evaluate and stabilize the individual as best as
immediately possible.

general medical emergency

1st Aid/CPR trained individuals

Director of Operations

Facilities Manager

Production Manager

Front of House Director

House Manager

any Stage Manager

any Production Department Head

Some general information:

- a wheelchair is available in the 3rd floor storage of the Roda
- a folding cot is available in the 3rd floor storage of the Roda
- a map of 1st aid kits is available in this section

**power outage
performance announcement**

Ladies and Gentlemen: we are experiencing a power outage. We will resume the performance when power is restored. Feel free to use the restroom or move about as needed. Thank you for your co-operation.

(repeat once)

(power outage procedures on following page)

power outage procedures (performance)

1. Stage manager make power outage announcement.
2. House manager call the following:
 - a) managing director
 - b) general manager
 - c) artistic director
 - d) communications director
 - e) director of operations
 - f) facilities manager
 - g) Pacific Gas and Electric
at **1-800-743-5000**

to appraise of situation and determine whether to cancel the performance.

3. During this time the run-crew should be going throughout the building turning off otherwise on electrical appliances

(procedures continued on following page)

4. Should the power outage last 30 minutes or more the show will likely be cancelled although responsibility for that decision is in the following order:

- a) managing director
- b) general manager
- c) artistic director
- d) communications director
- e) house manager

The PG&E number is 1-800-743-5000. It is advised the House Manager contact PG&E ASAP to find out what the expected length or cause of the outage and be able to pass that information on to the various decision makers.

5. Should it be decided to cancel the performance the stage manager will make the show cancellation announcement below:

Ladies and Gentlemen: due to the continued power outage this (evening's / afternoon's) performance is cancelled.

Please call the box office within 48 hours to reschedule or receive a ticket refund.

(repeat twice)

(procedures continued on following page)

6. The house manager and ushers will direct patrons out of the building.

7. After the patrons have left the building staff will go throughout the building making sure various electrical items are turned off.

Note: the emergency power back-up systems will provide full power for 45 minutes; after 45 minutes power will begin to noticeably fade for the next 45-90 minutes until the back-up is completely exhausted.

Note: in the event of a power outage or disruption it may be necessary to dial a "7" rather than a "9" to access an outside line

Patron refund/ticketing issues are dealt with in appendix A

power outage non-performance procedures

If the power goes out for any reason remain calm. Make sure power equipment/tools, lights and electronic equipment is shut off. As soon as possible notify the Director of Operations and/or Facilities' Manager.

The PG&E number is listed here. They may be able to give you information regarding the probable duration of the outage.

PG&E - 1-800-743-5000

Note: the emergency power back-up systems will provide full power for 45 minutes; after 45 minutes power will begin to noticeably fade for the next 45-90 minutes until the back-up is completely exhausted.

Note: in the event of a power outage or disruption it may be necessary to dial a "7" rather than a "9" to access an outside line

toxic chemical release

Should the area around Berkeley experience some sort of toxic/hazardous chemical spill or release, a 3 part system is employed by the city to make citizens aware of the problem:

- a) First, police cars will patrol affected and adjacent neighborhoods announcing via P.A. there is a civil disturbance and advising residents to remain indoors
- b) Second, the air raid/ severe weather sirens around the city will wail to warn citizens something is amiss
- c) Third, the city of Berkeley will be implementing a phone system which will automatically dial phones in the affected area with a pre-recorded announcement. The HM cell phones, the facility manager's and director of operation's cell phones have been placed on the list for BRT's neighborhood.

(note: as of June, '03, the city's phone alert system is not operational. Projected completion is for sometime in 2005)

Should an alert of any type be received, please follow the instructions on the following pages and House Managers tune the emergency radios to AM 1610.

toxic chemical release performance procedures and announcement

In the event of notification of toxic release the Stage Manager should first shut off the HVAC system via control box in booth then make the following announcement:

Ladies and Gentlemen: the City of Berkeley has issued a warning due to a hazardous chemical release in the area. Please remain calm. This is largely precautionary but please remain inside. The theatre's ventilation systems have been shut down and the already low threat of exposure remains lowest when all exterior doors remain closed. Once again, these measures are largely precautionary. We will be continuing the performance and we will let you know when the "All Clear" has been given. Thank you for your co-operation.

(repeat twice)

toxic chemicals release

Roda performance procedures

1. Notify stage manager and house manager.
2. Stage manager shut-off HVAC via HVAC control box (in booth during runs; during tech it is often plugged in at the tech table). Backstage crew make sure all doors and windows are closed.

If need be the Roda HVAC units which draw in outside air can be shutdown with individual breakers in the dimmer room. The breaker panel is to the left of the dimmers and is labeled. The breakers to flip to the “OFF” position are:

AHU1
AHU2
AHU3
EF1
EF5
RF1
RF2
RF3

There is also a breaker labeled “EF9” in the panel box on the opposite wall.

**toxic chemical release
non-performance announcement**

Your attention please. We have a report of a chemical release in the vicinity. Please remain indoors and close all windows and doors immediately. Shut down all ventilation fans immediately. Remain indoors. Facilities please shut down all HVAC systems. Remain indoors.

(repeat twice)

In the event staff are stranded at Berkeley Repertory Theatre for whatever reason there is a cabinet in Stadium Garage filled with emergency rations. The cabinet is painted white and on the aisle end of the first set of platforms to the right. It is sheathed with very thin wood which can be kicked through quite easily if need be.

In the event of an area wide disaster, the park at the corner of Center Street and Martin Luther King is a designated Red Cross first aid station.

Emergency contact numbers
As of March 2003

Managing Director:

Susie Medak 1-510-543-5443

General Manager:

Karen Racanelli 1-510-387-5697

Artistic Director

Tony Taccone 1-510-435-2514

Communications Director:

Hope Towner 1-831-261-2555

Director of Operations:

Bruce Veenstra 1-510-290-9811

Facilities' Manager:

Mike Schaefer 1-510-290-8577

Sales Manager

Christine Bond 1-510-325-0943

Pacific Gas and Electric

1-800-743-5000
1-510-848-8658

Emergency services

ANY emergency:

911

Note: in the event of a power outage or disruption it may be necessary to dial a “7” rather than a “9” to access an outside line

Police non-emergency:

981-5900

Fire non-emergency:

981-5900

Poison Control (24 hours):

1-800-222-1222

If you know of or suspect a problem or just need to talk to someone it's OK to ask

National Certified Crisis Hotline (24 hour):

1-800-784-2433

Suicide Prevention (24 hour):

(510) 849-2212

(510) 889-1333

Child Abuse/Endangerment (24 hour):

A Safe Place 1-800-536-7233

Alameda County Child Services 510-259-1800

Counseling:

Alameda County (ACCESS) 1-800-491-9099

If you know of or suspect a problem or just need to talk to someone it's OK to ask.

Appendix A: Patron and ticketing issues

- In the event of an evacuation or show cancellation, patrons have 48 hours (2 days) to renew, reserve tickets for another performance
- house management and ushers will have a card to hand out to patrons
- **The box office is the best source of answers. It's best if patrons call there. 1-510-647-2900**

**non-emergency
show cancellation
announcement**

Ladies and gentleman: due to a performer's illness this evening's performance is cancelled. The Berkeley Repertory Theatre sincerely apologizes for any inconvenience and disappointment. Please contact the box office within the next 48 hours for re-ticketing.

(repeat twice)