



the open stage

<http://www.sca.unimelb.edu.au/ostage/>



THE UNIVERSITY OF
MELBOURNE

**Arts Centre Building (199)
School of Creative Arts
the open stage Theatre Safety Induction**

Evacuation and Emergency Exits

The University of Melbourne is committed to protecting the safety of its staff, students and members of the public who use or hire its services and facilities. All users/hirers of the Open Stage Theatre are strongly advised to read the following information and are expected to follow the procedures outlined below.

Ethical, professional and responsible behaviour is expected of all users of the Theatre at all times.

Familiarise yourself with the exits for the floor, and take note of where the fire extinguishers are placed in the corridor or studio areas (see maps posted near lifts for their exact locations). There is a map, showing emergency exits, and a copy of the emergency procedures posted near the lifts on every floor.

Informing others:

- Please take measures to ensure that all persons involved with the hiring the Theatre, (production crew, actors, and ushers, etc) are familiar with the following safety information.
- If the Theatre does not already have emergency procedures posted within clear view of its patrons, make sure that emergency procedures and maps showing emergency exits are readily visible to theatre users. A copy of this document posted on a clearly visible wall in the auditorium may be useful if other notices do not already exist.

On hearing the alarm warning or issue of an evacuation order:

- Cease work immediately
- Make safe any operating equipment
- Close all door and windows
- Move to the designated assembly area:
1888 Building Lawn
- Stay at the assembly area until notified by an official that the building is safe for re-entry.

Emergency exits for the Arts Centre Building are:

- Via stair well at the southern end of the building that exist onto Grattan Street.
- Via stair well at the northern end of the building that exists on the western side on levels 1 & 2.
- In the event of an emergency people will not be permitted to exit onto the eastern side of the building (Swanston St) as this may hinder the Fire brigade.
- Evacuation Assembly Point is the lawn area at the front of the 1888 Building (School of Graduate Studies), which faces Grattan Street.

I have read and understood the above document and agree to comply with its contents. I agree to conduct myself in a safe and responsible manner while using the Open Stage Theatre. I agree to follow all safety guidelines or any other security procedures that are brought to my attention by staff or other emergency personnel while using the theatre. I understand that if I feel at any time that my own personal safety or well-being (or the personal safety or well-being of others) is at risk or in danger, I will bring my concerns immediately to the attention of appropriate University staff/security.

Name/Position _____ Signature _____ Date _____