



Fire Alarm Procedure—Clarence Brown Theatre

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

IF THE ALARM GOES OFF DURING CLASSES OR REHEARSALS

Exit the building immediately closing all doors behind you.

Proceed to the far side of the fountain on the plaza side of the building and wait for the all clear. NO ONE is allowed to remain in or return to the building while the alarm is going off.

If you see fire as you exit, pull one of the red fire-alarm pull-stations even if the alarm is already going off. This immediately notifies the fire department.

IF THE ALARM GOES OFF DURING A PERFORMANCE

House Management and Ushers should immediately open all doors to the house and wait to assist patrons exiting the building in case an evacuation is necessary. In the event of an evacuation, House Management should visually verify the full evacuation of the house and if possible, close all doors to slow the spread of the fire. Patrons parked in LOT 23 should not be allowed to return to their cars until after the fire department has responded.

IF THE ALARM CAN REASONABLY BE ASSUMED TO BE A FALSE ALARM

If there is smoke, haze, or flame in the current show and no additional fire or smoke is visible:

All cast members should clear to the wings and await instructions. Stage Management will stop the show, bring up the houselights, bring in the Main Drape (if hung), and make an announcement first to the audience over the God Mic and then to the cast/crew.

The House Manager will check the Fire Alarm Enunciator to verify the location of the alarm and to see if the bypass was properly performed. If the alarm was obviously tripped by the smoke, haze, or FX in the show, the House Manager will attempt to (if necessary) bypass and reset the alarm. If the alarm will not reset, a full evacuation is required.

IF THE ALARM IS NOT FALSE ALARM OR THE ALARM WILL NOT RESET

Evacuate the building immediately closing all doors behind you.

House Management will coordinate the evacuation of the Audience. Stage Management will coordinate the evacuation of the cast and crew. Cast and crew should proceed to the far side of the fountain on the plaza side of the building. Stage Management will perform a headcount here. The audience should be evacuated to McClung Plaza. NO ONE is allowed to remain in or return to the building while the alarm is going off.

If a response by the fire department is mandated, House or Stage Management will pull a fire pull-station. This immediately notifies the fire department.