



Fire Alarm Procedure—Carousel 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

Stop the show, bring up house lights, and evacuate the building immediately closing all doors behind you.

The House Manager and Ushers should immediately open all doors to the house and wait to assist patrons exiting the building. The audience should be evacuated to McClung Plaza. The House Manager must 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.

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. 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.

If there is smoke, haze, or flame in the current show and no additional fire or smoke is visible, contact the UT Electrics Shop at 865.974.2505 (daytime) or the UT Police at 865.974.3114 (evenings and weekends) to reset the alarm. Once the alarm is reset, the show may continue; however, the use of the smoke and/or haze effect in question should be discontinued until such time as appropriate testing can be done to ensure that the effect does not trigger the alarm again.