



Severe Weather Response Plan

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

APPLICATION

This procedure shall be placed into effect at any time severe weather is in the vicinity of or anticipated to be on approach to Knox County. Severe weather shall be understood to explicitly include thunderstorms and tornadic activity.

RESPONSE AUTHORITY

Responsibility to check for, monitor the status of, and initiate response to severe weather shall fall to the first person present on the following list:

1. Lead House Manager
2. Rental Supervisor
3. Stage Manager
4. Shop Supervisors

SEVERE WEATHER SHELTERS

The following rooms have been designated as Severe Weather Shelters within the Clarence Brown Theatre based on their size, location, and general use. Many of the basement areas are not designated due to the danger of falling objects (storage rooms, prop shop, craft room, etc.) or the danger from structural collapse of overhead rooms (collapse of the grid into the Trap Room. In the event of a tornado or other extreme severe weather, these rooms are recommended as refuge locations.

1. Green Room [D101]
2. Wardrobe Room [D102]
3. Dressing Room Bathrooms [D103B/D105B]
4. Deluge Room Hallway [S111]
5. Timeclock Hallway [S101]
6. Lobby Bathrooms [L101M/L101W]
7. Lobby to Booth Stairwell from the Booth level down [199S1;299S1]

SITUATIONAL AWARENESS PROCEDURE

1. Upon arrival at the facility, the Response Authority shall check the current weather conditions and forecast.
2. If severe weather is in the vicinity of or anticipated to be on approach to Knox County, the Response Authority shall take all appropriate and reasonable steps to monitor the weather for possible escalation and shall refresh all subordinates on response procedures.
3. If severe weather is imminent, the Response Authority shall be responsible for actively monitoring the situation via a weather radio or other media outlet.
4. In the event a Warning is issued for Knox County or the City of Knoxville, the Response Authority shall be responsible for immediately initiating the appropriate response procedure.

CLARENCE BROWN THEATRE SEVERE WEATHER RESPONSE PROCEDURE

For all non-performance conditions, the Response Authority shall notify all occupants to evacuate to the closest Severe Weather Shelter as designated above.

If an audience is present, the House Manager will notify all Ushers of the situation and respond as deemed appropriate under the following guidelines:

In the event a Severe Thunderstorm Warning is issued:

1. The House Manager shall notify the Stage Manager and all Ushers.
2. If the production is underway, Front of House staff should be positioned to notify any patrons of the situation before they leave the facility should they exit mid-show.
3. During or with the commencement of preshow, intermission, and/or post-show an announcement should be made in the Lobby by the House Manager and in the House by the Stage Manager as follows:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Severe Thunderstorm Warning for our area. While we are in no immediate danger, we would like to advise that you remain inside the facility until the threat passes. Our personnel will continue to monitor the situation and we will make additional announcements should the situation warrant. If you have any questions, please feel free to ask any of our Ushers or House Management staff. We hope you continue to enjoy your evening here at the Clarence Brown Theatre. Thank you...

In the event a Tornado Warning is issued: NO AUDIENCE IN CAROUSEL

1. DO NOT activate the Fire Alarm.
2. The House Manager shall notify the Stage Manager immediately.
3. The Stage Manager shall immediately stop the show via an announcement on the God mic:

Ladies and Gentlemen, may I have your attention please. In order to ensure your safety, we must stop the show temporarily. The National Weather Service has issued a Tornado Warning for our area meaning that a tornado has been sighted in the Knoxville vicinity. Our facility has been designated by the Office of Environmental Health and Safety as a shelter-in-place for just such an occurrence. At this time, we ask that you please remain in your seats while we work to take some additional precautions in the unlikely event that this should affect us directly. Please do not exit into the Lobby as the windows there could present a severe hazard under these conditions. Our personnel are monitoring the situation in conjunction with the UT Police Department and we will resume the show as soon as it is deemed safe to do so. Once again, we ask that you remain seated unless otherwise directed by our House Management personnel. Thank you.

4. The SR Assistant Stage Manager shall direct the Light Board Operator to bring up House and Work Lights and to clear all other lights.
5. Whenever possible, the SL Assistant Stage Manager shall bring in the Main Drapes.
6. Following completion of the above, the Assistant Stage Managers shall supervise evacuation of all cast and crew to the Green Room [D101] and Makeup Room [D102] and ensure that the exterior door to the Makeup Room is closed and dead-bolted.
7. The House Manager shall notify Ushers to close and secure all doors to the audience.

The House Manager shall monitor the situation and notify the Stage Manager when the Warning ends or is canceled.

In the event a Tornado Warning is issued: AUDIENCE PRESENT IN CAROUSEL

1. DO NOT activate the Fire Alarm.
2. The House Manager shall notify the Stage Manager immediately.
3. The Stage Manager upon receiving notification shall stop the show via an announcement on the God mic:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Tornado Warning for our area. Our facility has been designated by the Office of Environmental Health and Safety as a shelter-in-place for just such an occurrence. At this time, we are working to evacuate our patrons from the Carousel Theatre into this facility. If there is a seat empty to your right, we ask that you move into it. Again, please fill all seats to your right to allow our other patrons to fill in the left side of the auditorium. Please do not exit into the Lobby as the windows there could present a severe hazard under these conditions. Our personnel are monitoring the situation in conjunction with the UT Police Department and we will resume the show as soon as it is deemed safe to do so. Once again, we ask that you remain seated unless otherwise directed by our House Management personnel. Thank you.

4. The SR Assistant Stage Manager shall direct the Light Board Operator to bring up House and Work Lights and to clear all other lights.
5. Whenever possible, the SL Assistant Stage Manager shall bring in the Main Drapes.
6. Following completion of the above, the Assistant Stage Managers shall supervise evacuation of all cast and crew to the Green Room [D101] and Makeup Room [D102] and ensure that the exterior door to the Makeup Room is closed and dead-bolted.
7. The House Manager shall notify Ushers to close and secure all doors to the audience.

The House Manager shall monitor the situation and notify the Stage Manager when the Warning ends or is canceled.

CAROUSEL THEATRE SEVERE WEATHER RESPONSE PROCEDURE

If an audience is not present, the Response Authority shall notify all occupants to evacuate to the closest Severe Weather Shelter in the Clarence Brown Theatre as designated above.

If an audience is present, the House Manager will respond as deemed appropriate under the following guidelines:

In the event a Severe Thunderstorm Warning is issued:

1. The House Manager shall notify the Stage Manager and all Ushers.
2. If the production is underway, Front of House staff should be positioned to notify any patrons of the situation before they leave the facility should they exit mid-show.
3. During or with the commencement of preshow, intermission, and/or post-show an announcement should be made in the Lobby by the House Manager and in the House by the Stage Manager as follows:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Severe Thunderstorm Warning for our area. While we are in no immediate danger, we would like to advise that you remain inside the facility until the threat passes. Our personnel will continue to monitor the situation and we will make additional announcements should the situation warrant. If you have any questions, please feel free to ask any of our Ushers or House Management staff. We hope you continue to enjoy your evening here at the Clarence Brown Theatre. Thank you...

In the event a Tornado Warning is issued:

1. DO NOT activate the Fire Alarm.
2. The House Manager shall notify the Stage Manager immediately.
3. The Stage Manager shall stop the show via an announcement on the God mic:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Tornado Warning for our area. In order to ensure your safety, we request that you proceed quickly and carefully to the Clarence Brown Theatre. That facility has been designated by the Office of Environmental Health and Safety as a shelter-in-place for just such an occurrence. Again, please proceed quickly and carefully to the Clarence Brown Theatre. Thank you.

4. The Assistant Stage Managers shall supervise evacuation of all cast and crew to the Clarence Brown Theatre Lobby restrooms.
5. The Carousel House Manager and Ushers shall supervise the evacuation of the audience to the Clarence Brown Theatre and conduct a sweep of the Carousel to ensure that everyone has been evacuated prior to evacuating themselves.

The House Manager shall monitor the situation and notify the Stage Manager when the Warning ends or is canceled.

LAB THEATRE SEVERE WEATHER RESPONSE PROCEDURE

If an audience is not present, the Response Authority shall notify all occupants to evacuate to the closest Severe Weather Shelter in the Clarence Brown Theatre as designated above.

If an audience is present, the House Manager will respond as deemed appropriate under the following:

In the event a Severe Thunderstorm Warning is issued:

1. The House Manager shall notify the Stage Manager.
2. If the production is underway, Front of House staff should be positioned to notify any patrons of the situation before they leave the facility should they exit mid-show.
3. During or with the commencement of preshow, intermission, and/or post-show an announcement should be made to the audience as follows:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Severe Thunderstorm Warning for our area. While we are in no immediate danger, we would like to advise that you remain inside the facility until the threat passes. Our personnel will continue to monitor the situation and we will make additional announcements should the situation warrant. If you have any questions, please feel free to ask any of our Ushers or House Management staff. We hope you continue to enjoy your evening here at the Clarence Brown Lab Theatre. Thank you...

In the event a Tornado Warning is issued:

1. DO NOT activate the Fire Alarm.
2. The House Manager shall notify the Stage Manager immediately.
3. If the production is underway, Front of House staff should be positioned to notify any patrons of the situation before they leave the facility should they exit mid-show. Stage Management should call all actors and crew backstage and close the door to the stairwell. For the duration of the warning, no actors or crew will be allowed to exit the theatre regardless of the demands of entrances, scene changes, costume changes, etc. The performance should, if possible, continue.
4. House Management should lock the front doors.
5. During or with the commencement of preshow, intermission, and/or post-show an announcement should be made to the audience as follows:

Ladies and Gentlemen, may I have your attention please. The National Weather Service has issued a Tornado Warning for our area meaning that a tornado has been sighted in the Knoxville vicinity. This theatre has been designated by the Office of Environmental Health and Safety as a shelter-in-place for just such an occurrence. Our personnel are monitoring the situation in conjunction with the UT Police Department. We ask that you not exit the Lobby; however, you should feel free to move about and use the restrooms as necessary. We will resume the show as scheduled with the end of intermission. Thank you.

The House Manager shall monitor the situation and notify the SM when the Warning ends or is canceled.