

SUNY NEW PALTZ THEATRE DEPARTMENT

Emergency Action Plan

Although we take precautions to prevent emergencies, they still happen. Here's a quick guide on what to do.

PARKER THEATRE

FIRE/EVACUATE	MEDICAL EMERGENCY/INJURY
<ul style="list-style-type: none"> PSM makes announcement on God Mic. Leave using the two back of house exits. Split the house in half. House Management should do this. SR ASM should lead everyone calmly out the SR exit door across the parking lot to the patch of grass. SL ASM should lead everyone calmly out the SL exit door, over to the road that leads to the library. Call Russ Thompson- Box Office Manager * Number on the back. * Call University Police * Number on the back * (Call the PM if available) Do-not re-enter until instructed by emergency personnel. 	<ul style="list-style-type: none"> An ASM or the PSM should go with House Manager over to the person who is ill or hurt. If it's a serious illness or injury: Do NOT move them. Immediately ask them if they hit their head. Follow that question with if they lost consciousness at any moment. If the answer to either question is yes- IMMEDIATELY call University Police. If the answer is no, ask them if they would like to speak to university Police. If they say no, provide them with the information in case they change their mind after leaving.
POWER OUTAGE	
<ul style="list-style-type: none"> During Performance, HOLD onstage. ASMs should come out onto the stage. 1 ASM should help clear the cast to one of the studios. The other ASM should help keep the audience in their seats along with the House Manager and FOH staff. PSM should call Russ Thompson (Number on the back), and University Police (number on the back). Also call the PM if available. Keep everyone in seats or in the studios until given further instructions from PSM or Emergency personnel. 	

IMPORTANT INFORMATION

PHYSICAL ADDRESS of FACILITY

Parker Theatre
SUNY New Paltz
1 Hawk Drive
New Paltz, NY 12561

IMPORTANT PHONE NUMBERS

Russ Thompson
Box Office Manager
Office: 845-257-3936
Cell: ask House Manager/ Call PM

SUNY New Paltz University Police
David Dugatkin, Chief of Police
Service Building 100
Phone: (845) 257-2222

Catherine Doherty
Production Manager
Office: (845) 257-3866
Cell:

Chris Noble
Production Manager
Office: (845) 257-3878
****Cell:

**** ONLY CALL CHRIS IF IT'S AN EMERGENCY AND
YOU CAN'T GET CATHERINE.