

Public Assembly Pre-Show Announcement

Summary

The preshow announcement in any show is an important safety tool and a requirement of Connecticut fire code and the National Fire Protection Association Life Safety Code 101. It is designed to orientate individuals who are not familiar to the space as to where the nearest exits are.

Suggested approved scripts for the DGDG/YRT theatre locations are listed below. The pre-show announcement cannot be incorporated into a performance – it must be said in completion before the performance begins. . It must also be said to the significant majority of the audience after house management have given clearance (latecomers may miss it but everyone else must hear it). It cannot be said multiple times to individual groups. However, it can be recorded and played over the theatre's sound system, or an announcement can be delivered from the front of the house by someone in costume. The announcement must be made in the theatre space; it cannot be delivered in the lobby before the audience enters the theatre, for example.

The announcement can be made in more than one language as long as one of the languages is English.

Introduction and Definition

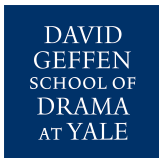
As per Connecticut fire code and the National Fire Protection Association Life Safety Code 101, an emergency evacuation announcement must be made in public assembly performance venues seating more than 100 people. Such announcements must, therefore, be made before all public performances in the University Theatre and the Yale Repertory Theatre.

DGDG/YRT policy additionally requires that emergency evacuation announcements be made in the Iseman, the Cabaret and the Studio theatres.

What do I need to do?

An emergency evacuation announcement must be made in any DGDG/YRT performance venue.

The pre-show announcement must be made before the performance begins, and cannot be incorporated into the performance. However, the announcement can be recorded and played over the theater's sound system, or the announcement can be delivered from the front of the house by someone in costume.



The announcement can be projected on the set or written in surtitles, but it must also be announced audibly into the space.

Below are possible scripts for these announcements for three of the DGDG/YRT performance venues. All scripts must be approved by Laura Kirk, Director of Audience Services and Anna Glover, Director of Theatre Safety, or Kelly O'Loughlin, Assistant Director of Theatre Safety.

Pre-Show Announcement Scripts approved by the Fire Marshal

University Theatre Announcement

"Welcome to today's performance. Please note the several exit doors, which are located to the right and left sides, and at the rear of the auditorium, that can be used to exit the auditorium in the event of an emergency. Note that cameras and recording devices may not be used to record the performance. And, please be sure that all pagers and cells phones are turned OFF so as not to disturb the performance. Thank you, and enjoy the show."

Repertory Theatre Announcement

"Welcome to today's performance. Please note the several exit doors, which are located to the right and left sides at the front and rear of the auditorium. These doors can be used to exit the auditorium in the event of an emergency. Note that cameras and recording devices may not be used to record the performance. And, please be sure that all pagers and cells phones are turned OFF so as not to disturb the performance. Thank you, and enjoy the show."

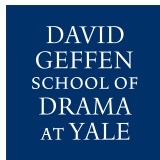
Iseman Theater Announcement

"Welcome to today's performance. Please note the exit doors, which are located [*these locations will change depending upon the seating layout*] of the auditorium, that can be used to exit the auditorium in the event of an emergency. Note that cameras and recording devices may not be used to record the performance. And, please be sure that all pagers and cells phones are turned OFF so as not to disturb the performance. Thank you, and enjoy the show."

Studio Theater Announcement

"Welcome to today's performance. Please note the exit doors located at the front and at the rear of the auditorium. These exits can be used to exit the auditorium in the event of an emergency. The exit at the front will take you back out the way you came in. The exit at the rear, behind you [*alter location reference as required by the seating layout*], goes down a set of stairs, through an exit door, up a set of stairs, through the garden and on to a path of safety."

Note that cameras and recording devices may not be used to record the performance. And, please be sure that all pagers and cells phones are turned OFF so as not to disturb the performance. Thank you and enjoy the show."



Who is covered?

Director, Sound, Theatre Safety, Theatre/Company Management, Performers

Contact:

Anna Glover, Director of Theatre Safety and Occupational Health: 646-660-1285

Kelly O'Loughlin, Assistant Director of Theatre Safety: 475-321-1456

Luara Kirk, Director of Audience Services: 203-432-1522

Jon Reed, DGDG/YRT Production Manager: 203-432-2177

Relevant Legislation

Connecticut Public Act 29-306 as Amended; Section 29-381(b). "Before any public performance or event at any theatre, concert or music hall, or assembly hall, or any building auditorium or room used of public gatherings of more than one hundred persons, the owner, proprietor, manager or agent of such theatre, hall building, auditorium or room shall make a public announcement that describes the location of emergency exits."

NFPA 101, The Life Safety Code, 2009 ed. "13.7.6.3 In the following assembly occupancies, an audible announcement shall be made, or a projected image shall be shown, prior to the start of each program that notifies occupants of the location of the exits to be used in case of a fire or other emergency:

- Theatres
- Motion picture theaters
- Auditoriums
- Other similar assembly occupancies with occupant loads exceeding 300 where there are non-continuous programs."