

City Recital Hall - Information for Schools

Introduction

The following information outlines key aspects of City Recital Hall for visiting schools so they may better understand how safety is managed at the venue and so they can complete their own risk assessment or risk management plan.

All schools are required by the NSW Department of Education & Training to prepare a safety risk assessment before undertaking any excursions. Teachers and Principals are advised that the venue staff cannot complete risk assessments for schools.

General Information

City Recital Hall is located at 2-12 Angel Place, Sydney. Telephone 02 9231 9000. City Recital Hall Ltd has public liability insurance cover to \$20 million. City Recital Hall is managed by a team of highly qualified and experienced Front of House, Technical and Administrative staff. All City Recital Hall event staff have undergone NSW Working With Children Check clearance.

Calling 000 in an emergency

If a person is seriously injured or ill, call an ambulance immediately on 000 and state the address of the venue, 2-12 Angel Place, Sydney, off Pitt Street between Hunter Street and Martin Place.

Conduct & Duty of Care

All visitors to the venue (including school students) have a duty of care to take reasonable care of their own health and safety, take reasonable care that they do not adversely affect the health and safety of others and to comply with any reasonable instructions relating to safety.

All schools are advised to ensure that strict management and supervision of their students is maintained at all times when attending shows at City Recital Hall.

Behaviour, noise, dress standards, language, respect and cleanliness should be maintained to the highest standard by all school students when attending shows.

Teachers and students should follow the instructions of City Recital Hall staff at all times.

Getting to City Recital Hall

The nearest suggested drop off points for buses and coaches is at Wynyard Station or Elizabeth Street at Martin Place.

The nearest train stations are Martin Place or Wynyard Stations.

Schools should plan to arrive at least 30 minutes prior to the start time of the performance. It is recommended that teachers carry a mobile phone to advise the venue of any delays. Performances commence promptly and latecomers may not be admitted until a suitable break.

Please do not bring school bags/backpacks to the theatre, they are not permitted inside the auditorium, storage for school bags is not available at the venue.

Access

City Recital Hall is a fully accessible venue. Wheelchair access is via the Pitt Street entrance located on Angel Place. A lift operates between the ground floor and all levels of the venue.

Public Facilities

Toilets (including accessible toilets) are available on all levels of City Recital Hall. The general public can access the toilets when the theatre is open by entering the foyer from the street.

In the Theatre

Students attending a performance at City Recital Hall may need to walk up stairs to enter the theatre and walk down stairs once inside the theatre to reach their seat.

Teachers and students are advised that students are not to RUN at any time during their visit to City Recital Hall. Teachers need to ensure that students do not run up the stairs to the theatre.

Teachers need to ensure that students do not climb over seating banks in the theatre.

Before a show, during interval and after a show the lighting in the theatre is 'house lighting'. During the show the theatre auditorium may be dimly lit, with stage lighting focused on the stage and low aisle lighting for the stairs. Students leaving the theatre during a performance are moving along rows and climbing stairs in a dimly lit space.

Work, Health & Safety (WHS)

City Recital Hall acknowledges its legal requirements as a PCBU as defined in the Work, Health & Safety Act 2011 & Work Health & Safety Regulation 2017.

To comply with the law and ensure a safe workplace is maintained for all workers, visitors and others, a robust WHS management plan has been developed which includes, amongst other things, a WHS Committee that meets monthly, procedures for managing emergencies and medical incidents, and facility systems.

Emergency Management Plan

City Recital Hall has an emergency management plan and procedures which have been written to align with AS/NZS 3745:2010 – Planning for Emergencies in Facilities.

This includes comprehensive contingency plans for the management of likely emergencies during shows and events. The venue has fully compliant fire detection and suppression systems which include an emergency, warning and intercommunication system or EWIS.

Evacuation

A current evacuation plan exists for City Recital Hall. Evacuations of the site are co-ordinated by the Chief Warden, who can be the Front of House Manager, Technical Stage Manager or Building Services Manager.

There are multiple emergency exits from City Recital Hall. All exits are clearly marked by illuminated signage. In the event of an emergency, all persons within the venue will be instructed to evacuate to the designated evacuation point in Martin Place at the Cenotaph.

Risk Management

The venue has a robust risk management plan that has been written to align with the International standard AS/NZS ISO 31000:2009 – Risk Management. This standard provides a suitable platform and methodology for the identification, assessment, analysis and control of risk in any workplace.

The risk assessment includes procedures for managing work, health and safety risks, security, crowd management.

First Aid

City Recital Hall has first aid management procedures in place for all shows. This includes the provision of trained first aid staff and procedures for medical incident management.

First Aid equipment includes two defibrillators, and First Aid kits located throughout the venue and first aid room.

VISITOR DIRECTIONS

Location

Angel Place is located in the centre of the CBD, running between George Street and Pitt Street, and located only a few metres north of Martin Place.

Click here for [Google map](#)

Visitors should announce themselves at the box office, which is on the Pitt St end of Angel Place.

If meetings are arranged outside of business hours, please enter via stage door, two doors to the right of the box office

Public Transport

Train: Wynyard and Martin Place train stations are both within 5 mins walk of the venue.

Bus: The closest bus stop is on George St, outside Wynyard train station

Taxi: The best direction to give drivers is Pitt St near Martin Place.

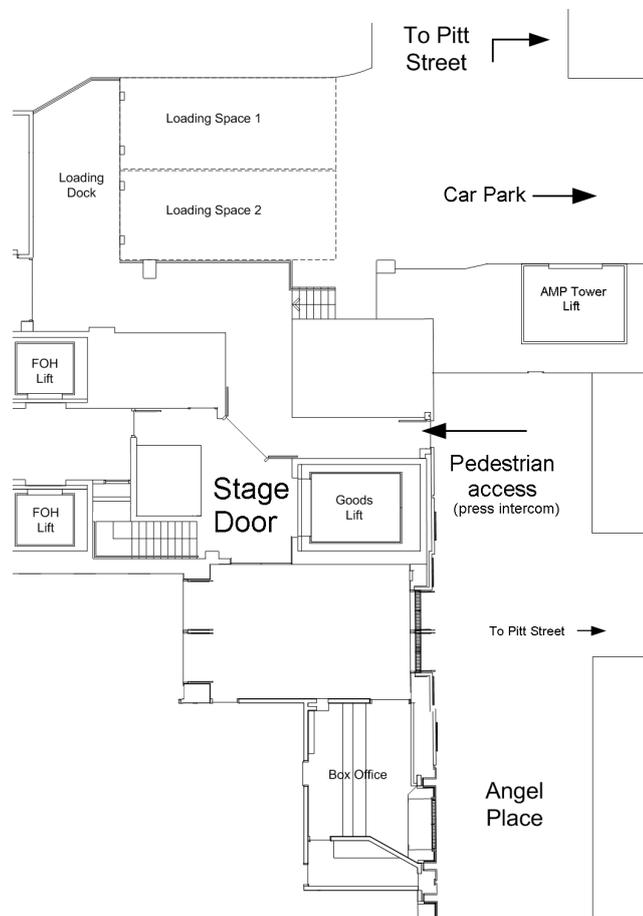
Parking

If driving, parking is available in the Wilson Car Park at 123 Pitt St.

The entrance is on the right hand side of Pitt St, about half way between Hunter St and Martin Place.

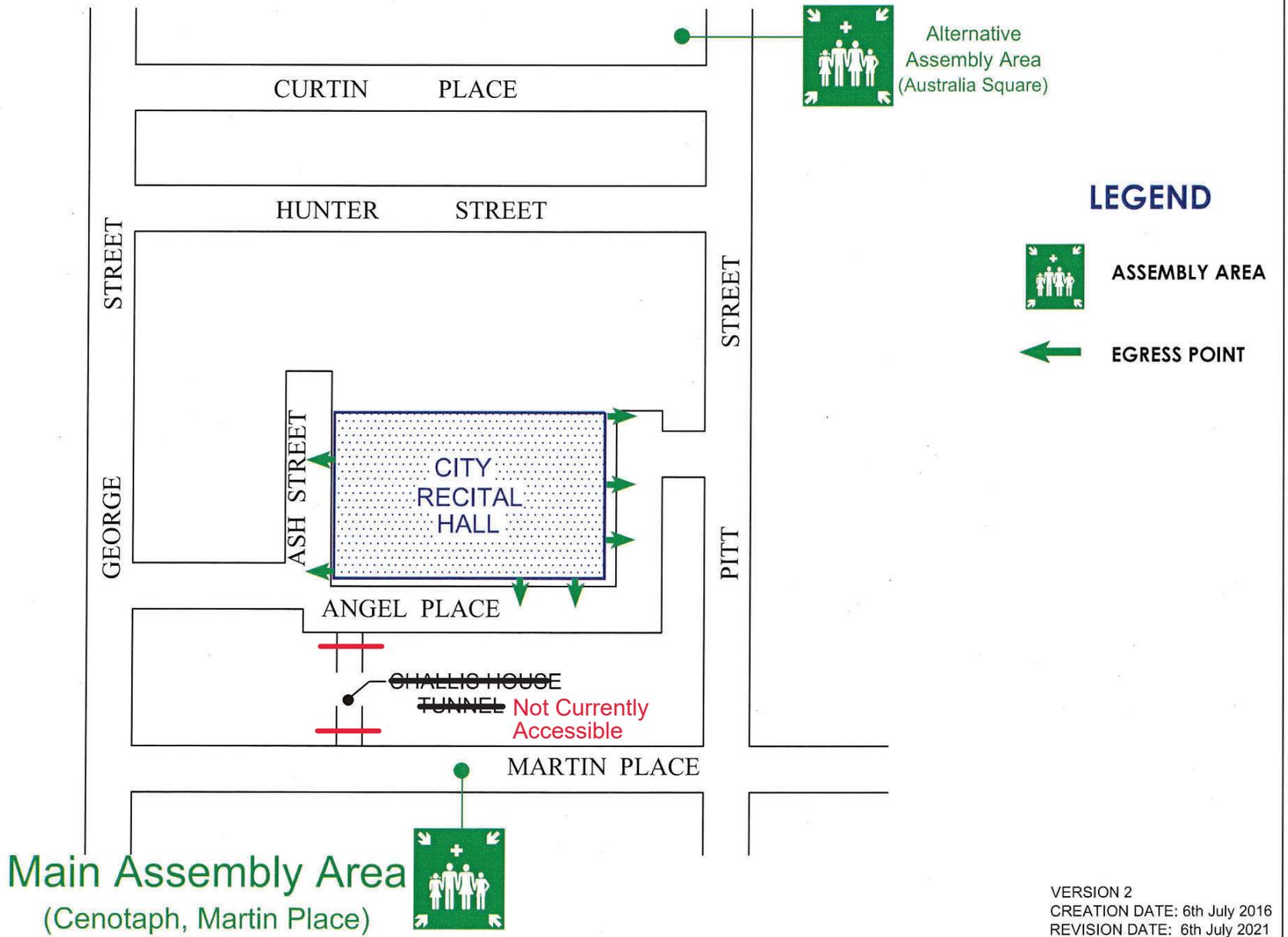
From the car park, take the AMP office tower lifts to Lower Ground (LG), and turn left through the dock to find stage door. Please note the City Recital Hall lifts only operate when the venue is open to the general public.

For longer visits, parking tickets may be validated at Stage Door to receive a discounted flat rate.





EVACUATION ASSEMBLY AREAS CITY RECITAL HALL 2 - 12 ANGEL PLACE, SYDNEY



**CITY
RECITAL
HALL**

Incident Response and Emergency Procedures Handbook

WORK HEALTH AND SAFETY

Last updated: March 2019

EMERGENCY CONTACTS

NB: Dial '0' for an external line from all venue handsets

Life Threatening Emergency *000 (or 112 for a mobile)

Day Street Police Station 9265 6499

Evacuation Assembly Point
Martin Place by statue (cenotaph)

Chief Fire Warden

Duty Manager

ext 210

*0448 047 700

Auto dial 700

Stage Door

Building Services Manager

ext 211

*0418 635 545 or Auto Dial 211

Other Important Numbers

Technician on Duty (TOD) mobile

*0432 480 498

Prompt Side (Stage)

ext 235

Opposite Prompt Side (Stage)

ext 234

Stage Door

ext 211

Duty Manager

ext 210 or *0458 453 756

Auto-dial 700

Technical Manager

ext 230 or *0412 824 040

City Recital Hall mobiles are dialled by lifting the handset of any venue phone and pressing 'AUTO DIAL' then entering the three digit extension number.

External numbers (including mobiles) are dialled by first pressing '0.'*

*Not all venue phones can dial external lines.

PURPOSE OF THIS BOOKLET

City Recital Hall is committed to promoting a safe working environment for its employees, hirers and patrons.

This booklet provides the information to needed to respond in the event of an emergency and/ or evacuation at City Recital Hall.

If you have any questions or concerns relating to the policies and procedures in this book, please speak to the Duty Manager, the Front of House Manager, or a WHS Committee Representative.

CONTENTS

Incident Response Procedure	4
ROLE: FLOOR WARDENS (RED CAP)	6
ROLE: WARDENS (RED CAP)	7
FRONT OF HOUSE	8
Tech-on-Duty/ Stage Manager in Performance Mode	9
(Becomes Level 1 Back-of-House Warden)	9
Tech-on-Duty/ Stage Manager in Rehearsal Mode	9
(becomes Deputy Chief Warden)	9
Lighting Technician in Rehearsal Mode and	10
Performance Mode	10
(becomes Level 4 Warden)	10
Audio Technician in Rehearsal and Performance Mode	11
Mechanist in Bump-In/ Bump-Out/Pre-Set Mode	11
Assistant Stage Manager and Stage Hand in Performance Mode	11
(Become Level 1 BOH Warden)	11
Lighting Assist/ Follow-spot Technician in Rehearsal and Performance Mode.....	12

Incident Response Procedure

This procedure outlines the steps that should be taken when an incident and / or hazard occurs at City Recital Hall. City Recital Hall is committed to ensuring an effective response to incidents and hazards.

1. If an incident or hazard has occurred and the situation is serious, life-threatening or you are uncertain of the level of seriousness then 000 (triple zero) should be called.
2. If the incident involves an injury or medical situation:
 - i. Move injured person/s away from danger if safe to do so;
 - ii. Remain calm and reassure the injured person/s;
 - iii. Notify your Manager. Your Manager will assess the situation and take suitable action.
3. Any incident, near miss or hazard should be reported to your Manager as soon as possible.
4. An incident report form should be completed and submitted to your Manager as soon as possible after the incident.

City Recital Hall's **Emergency Management Plan** provides a more detailed overview of response procedures and responding to specific emergencies.

During public events a Duty Manager is onsite and is the CRH designated First Aid officer. If a medical incident occurs during a public event the Duty Manager should be notified as soon as possible and will manage and oversee the situation.

A list of all current First Aid Certificate holders is available on the staff-room noticeboard and at all First Aid kits.

First Aid Kit Locations

All staff are to ensure they are aware of First Aid kit locations. These locations are as follows:

- Ground level administration office
- Ground level staff room
- Level 1 prompt side of stage (left hand side wing when looking at the audience)
- Level 4 western corridor (next to Technician's workshop)

Raising an Alarm

If a fire or other emergency situation occurs in your building, the alarm can be raised by:

- A report to Emergency Services by a building occupant dialling '0' then 000 from a landline phone in the building.
- A report by a member of the public or adjoining building occupants.
- A report to the Chief Warden by an occupant.
- Breaking the glass on a red/white break glass alarm (BGA).
- A smoke detector activating.
- A sprinkler head activating.
- The alert or Evacuation alarm being manually activated by the Chief Warden.
- A PA message from the Chief Warden.
- The Chief Warden activating the Emergency Control Organisation.

Emergency Control Organisation (ECO)

The ECO provides direction and assistance to staff and visitors to evacuate buildings. The number of ECO members shall vary and will be determined in accordance with the size of a concert or event and which floors or areas, and the number of occupants and visitors.

Once an emergency is declared, the powers of wardens and deputy wardens override all normal non-emergency management procedures. Floor and area wardens and their deputies shall have the authority to give instruction to all staff and any visitor/s within their floor/area.

The purpose of these powers is to ensure that during an emergency situation, life safety takes precedent over asset protection and production matters.

EMERGENCY CONTROL ORGANISATION			
City Recital Hall Angel Place			
Venue Mode of Operation	Chief Warden	Deputy Chief Warden	First Aid
Performance Mode	FOH Duty Manager	Stage Door Attendant	FOH Duty Manager
Mobile	0449 047 700	n/a	0449 047 700
Ext	700	211	700
Rehearsal Mode	Technician on Duty	Stage Door Attendant	
Mobile	n/a	0432 480 498	
Ext	211	235 or 234	
Admin Mode	Building Services Manager	FOH Manager OR Tech Manager	
Mobile	0418 635 545	0458 453 756 or 0412 824 040	
Ext	212	221 or 230	
Mech Pre-set Mode	Proceed to Stage Door and wait for the fire brigade unless there is imminent danger. Please contact a Department Manager as soon as it is safe to do so.		
PRESS '0' to get an outside line on venue phones to call 000 OR call 112 from your mobile			

Initial Response

On hearing the evacuation signal e.g. fire alarm, evacuation tone (whoop...whoop...whoop), a hand-held whistle or verbal advice from the Chief Warden/Area Warden/Floor Warden:

Follow the instructions of wardens.

Cease activities.

Secure your area (e.g.; any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation).

Assist any person in immediate danger, but only if safe to do so.

Proceed to the designated assembly area – do not use lifts.

Await further instructions from the Chief Warden/wardens/emergency services.

Do not re-enter until given the “All Clear”.

NOTE: Where resources are limited, staff may be requested by the Chief Warden to assist with the evacuation of the area or provide assistance at the assembly area.

ROLE: CHIEF WARDEN (WHITE CAP)

The Chief Warden ensures the building is evacuated and provides a brief to Emergency Services when they arrive at the incident site.



ROLE: DEPUTY CHIEF WARDEN (WHITE CAP)

The Deputy Chief Warden shall assist as required, and assume all responsibilities of the Chief Warden in their absence.



ROLE: COMMUNICATIONS OFFICER (WHITE CAP)

All Stage Door staff are considered Communications Officers. They will act as directed by the Chief Warden.

The Communications Officer must be competent in the use of the communications equipment in the building. They notify emergency services, transmit and record instructions and maintain a log of events.

ROLE: FLOOR WARDENS (RED CAP)

On becoming aware of an emergency, Floor/Area Wardens will:

- Implement the emergency procedures for their floor or area (Take red hat and attend to assigned WIP phone).
- Direct wardens to check the floor or area for any abnormal situation.
- Direct occupants in accordance with emergency procedures and instructions from the Chief Warden.
- Coordinate the evacuation for their area of responsibility and advise the Chief Warden of status using the appropriate method of communication for the building.
- Ensure Personal Emergency Evacuation Plans are activated.
- Advise the Chief Warden as soon as possible via the WIP phone of the circumstances and actions taken.
- Confirm via the WIP phone that the activities of wardens have been completed and report this to the Chief Warden.



ROLE: WARDENS (RED CAP)

The roles of Wardens and First Aid Officers shall be separate and distinct.

- On becoming aware of an emergency the Warden will:
- Act as floor or area wardens if required.
- Check to ensure fire doors and smoke doors are properly closed.
- Search the floor or area to ensure all persons have been evacuated.
- Ensure orderly flow of persons into protected areas, e.g. stairwells.
- Ensure Emergency Evacuation Plan is activated.
- Act as leader of groups moving to nominated assembly areas.
- Report to the floor warden on completion of required activities.



FIRST AID OFFICERS (GREEN CAP WITH WHITE CROSS)

Persons selected as First Aid Officers may be required to carry out a number of activities, including the following:

- On becoming aware of an emergency the First Aid Officer will:
- Provide first response First Aid.
- Provide triage.
- Assist Wardens in moving patients.
- Monitor patients.
- Report back to Chief Warden
- Fill out incident report if first aid has needed to be administered.



EMERGENCY AND EVACUATION PROCEDURE

FRONT OF HOUSE

All staff are to be working in their assigned area:

- Door 1: to remain on level 1 (unless assigned other duties)
- Door 2: to remain on level 1 (unless assigned other duties)
- Bar 1: to remain on level 1 (unless assigned other duties)
- Door 3: to remain on level 2 (unless assigned other duties)
- Door 4: to remain on level 2 (unless assigned other duties)
- Bar 2: to remain on level 2 (unless assigned other duties)
- Coffee Station: to remain on level 2 (unless assigned other duties)
- Door 5: to remain on level 3 (unless assigned other duties)
- Door 6: to remain on level 3 (unless assigned other duties)
- Bar 3: to remain on level 3 (unless assigned other duties)
- Cloak /Lobby: to remain on entry level (unless assigned other duties)



Door Ushers become Floor Wardens, Bar staff become Wardens and are to follow the instructions of their Floor Warden (on Door 1 and Door 2 the first Usher to report to their WIP phone becomes Floor Warden, the second Usher becomes a Warden and must follow instructions of Floor Warden)

When you hear the Alert Alarm (BEEP...BEEP...BEEP... **Yellow light**) all staff are to:

1. Cease activities.
2. Collect a red hat and standby at their WIP phone.
3. Pick up your WIP phone and wait for a response from the Chief Warden.
4. Remain on the line until your WIP phone is answered by the Chief Warden (the Chief Warden will answer the WIP phone in priority of danger to your area).

In the event that the Evacuation Alarm sounds before the WIP phone move immediately to next step.

5. When you hear the Evacuation Alarm (Whoop...Whoop...Whoop... **Red Light**) Floor Wardens are to instruct Wardens to clear their area and report back to the Floor Wardens once their area is cleared, also report if there are any wheelchair users or mobility impaired patrons in the refuge. **Do not use lifts.**
6. All Floor Wardens and Wardens must also be alert to any announcements being made over the loud speakers by the Chief Warden (Chief Warden may instruct Wardens not to use specific exits or to assemble in a different area)
7. Secure your area (e.g.; any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation).
8. Floor Wardens are to report back to the Chief Warden via their WIP phone to report that their area is cleared, report if there are any wheelchair users or mobility impaired patrons in the refuge and that they are leaving the building.
9. The Floor Warden must close the exit door behind them and join the evacuees at the designated assembly area.
10. Await further instructions from the Chief Warden/wardens/emergency services.

All Floor Wardens and Wardens are to remain with the guests (do not let guests leave) in the designated assembly area until the Chief Warden joins them in the assembly area and declares it safe to return to City Recital Hall or safe to dismiss the guests.

Tech-on-Duty/ Stage Manager in Performance Mode (Becomes Level 1 Back-of-House Warden)



Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**), the TOD should make the following announcement (unless the Chief Warden has been in previous contact or made an announcement).

Announcement to Auditorium

Attention Ladies and Gentlemen.

This is an alert tone which is part of our emergency warning system.

We need to stop the performance/presentation at this point.

I ask the performers to please leave the stage area.

I ask all audience members to await further instructions from the Chief Warden and venue staff.

This is an alert tone. Please stand by for instructions from the Chief Warden.

REPEAT ANNOUNCEMENT

Announcement to Backstage Areas

Attention Ladies and Gentlemen.

This is an alert tone which is part of our emergency warning system.

Please move to your nearest exit and stand-by to evacuate on instructions from the Chief Warden. REPEAT ANNOUNCEMENT

The TOD should then commence shutting down any equipment as necessary, put on their Warden hat and check that performers and support crew are preparing themselves to evacuate.

Once given the instruction to evacuate by the Chief Warden or the evacuation tone changes to the Evacuation Alarm (**Whoop...Whoop...Whoop... Red Light**) the TOD should direct all performers and support crew to their nearest exit and to move to the assembly point.

The TOD is required to check and clear all Level 1 BOH areas inclusive of the Piano Room, Dressing Rooms 1-3, Orchestra Room, Lockers and Toilets.

Upon clearing the area, the TOD should contact the Chief Warden via the WIP and report Level 1 BOH area is clear. The Chief Warden will then advise the TOD to move to the assembly point. Upon exiting, the TOD should close the Fire Door at street level to prevent persons from re-entering the venue.

Tech-on-Duty/ Stage Manager in Rehearsal Mode (becomes Deputy Chief Warden)



Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**), the TOD should make the following announcement (unless the Chief Warden has been in previous contact or made an announcement).

Announcement to Auditorium & Backstage Areas

Attention Ladies and Gentlemen.

This is an alert tone which is part of our emergency warning system.

Please move to your nearest exit and stand-by to evacuate on instructions from the Chief Warden. REPEAT ANNOUNCEMENT

The TOD should then liaise via the WIP immediately to the Stage Door Attendant (who is Chief Warden in Rehearsal Mode) for details of the situation.

The TOD should put on their red fire warden hat and remove the first aid kit from the wall on PS (push up from underneath). This is to be taken to the Assembly Point.

Once given the instruction to evacuate by the Chief Warden or the evacuation tone changes to the **(Whoop...Whoop...Whoop... Red Light)** the TOD should direct all performers and support crew to their nearest exit and to move to the assembly point.

The TOD is required to check and clear all Level 1 BOH areas inclusive of the Piano Room, Dressing Rooms 1-3, Orchestra Room, Lockers, Toilets and Green Room. If the Function Room is being used as a dressing room or backstage space, this area should also be checked.

Upon clearing the area, the TOD should contact the Chief Warden via the WIP and report Level 1 BOH (and Function Room) area is clear. The Chief Warden will then advise the TOD to move to the assembly point. Upon exiting, the TOD should close the Fire Door behind them to prevent persons re-entering the venue.

Lighting Technician in Rehearsal Mode and Performance Mode (becomes Level 4 Warden)



Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**) or hearing an announcement from the TOD or Chief Warden, the LX technician should activate the 'panic' switch of the house light control, put on their warden hat and commence shutting down any necessary equipment as is safe to do so.

Once given the instruction to evacuate by the Chief Warden or the evacuation tone changes to the **(Whoop...Whoop...Whoop... Red Light)** the LX Technician should commence their descent via OP (north east) or PS (south east) stairwell to the Level 1 side stage to meet up with the TOD.

The LX Technician is required to check and clear the Level 4 technical rooms, Level 4 Dressing Room 4, L3 Administration Office & storage corridor and L2 Warm-Up Room & storage corridor. All performers and support crew in these areas should be directed to their nearest exit and to move to the assembly point.

PLEASE NOTE: The LX Technician is not expected to take any unnecessary risks by re-entering the venue from the fire stairwell on each level to check a particular space. It is expected that a level of common sense will be applied ie: there is only solo pianist in the venue, so it is unlikely that Dressing Room 4 or the Warm-Up Room are in use.

Upon clearing these areas and arriving at Level 1, the LX Technician should contact the Chief Warden via the WIP and report what areas they have checked and are cleared. Be specific if an area has not been checked ie: Level 3 Tech Office and storage corridor was not checked.

Check if the TOD requires assistance with evacuating any persons from backstage and then move to the Assembly Point. Upon exiting, the LX Technician should close the Fire Door at street level to prevent persons from re-entering the venue.

Audio Technician in Rehearsal and Performance Mode

Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**) or hearing an announcement from the TOD or Chief Warden, the Audio Technician should mute all audio playback and mute all microphones routed to the house PA system. (note: shutting down equipment not required as the amps will be on and are situated on level 4)

Once given the instruction to evacuate by the Chief Warden or the evacuation tone changes to the (**Whoop...Whoop...Whoop... Red Light**) the Audio Technician should to exit and move to the Assembly Point.

The Audio Technician does not have any specific Warden duties during an evacuation but if practical and safe to do so, the Audio Technician should move backstage and make themselves available to assist the TOD with clearing Level 1 BOH. It is always better to have 2 people to check and clear an area.

If practical and safe to do so, the Audio Technician should assist any persons with exiting the venue and make themselves available to any Wardens at the Assembly Point to help with crowd control and first aid requirements.

Mechanist in Bump-In/ Bump-Out/Pre-Set Mode (Become Warden)



Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**), all mechanists should proceed to Stage Door and wait for the fire brigade unless there is imminent danger. The alarms automatically trigger the response of the Fire Brigade. If practical and safe to do so, one mechanist should wait on Pitt St to direct the Fire Brigade to the venue.

Once the situation is in the hands of the Fire Brigade, please contact a Department Manager for further instructions.

Assistant Stage Manager and Stage Hand in Performance Mode (Become Level 1 BOH Warden)



Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**) or hearing an announcement from the TOD or Chief Warden, the ASM/Stage Hand should commence shutting down any equipment as is necessary, put on their Warden hat and check performers and support crew are preparing themselves to evacuate.

The ASM/Stage Hand and TOD are required to check and clear all Level 1 BOH areas inclusive of the Piano Room, Dressing Rooms 1-3, Orchestra Room, Lockers and Toilets.

If the ASM/Stage Hand has been assigned the specific duty to supervise a group of performers in particular space eg: Level 3 foyer is being used a holding space for performers, then the ASM/Stage Hand is required to check and clear this area.

Upon clearing the area, the ASM/Stage Hand and TOD should contact the Chief Warden via

the WIP and report what areas they have checked and are cleared. Be specific if an area has not been checked

The Chief Warden will then advise the ASM/Stage Hand to move to the assembly point. Upon exiting, the ASM/Stage Hand should close the Fire Door behind them to prevent persons re-entering the venue.

Lighting Assist/ Follow-spot Technician in Rehearsal and Performance Mode

Upon hearing the evacuation alert tone (**BEEP...BEEP...BEEP... Yellow light**) or hearing an announcement from the TOD or Chief Warden, the LX Assistant/ Follow-spot Technician should commence shutting down any necessary equipment as is safe to do so.

Once given the instruction to evacuate by the Chief Warden or the evacuation tone changes to the (**Whoop...Whoop...Whoop... Red Light**) the LX Assistant/ Follow-spot Technician should exit and move to the Assembly Point.

The LX Assistant/Follow-spot Technician does not have any specific Warden duties during an evacuation but if practical and safe to do so, the LX Assistant/Follow-spot Technician should make themselves available to assist the LX Technician with clearing Level 4 technical rooms, Level 4 Dressing Room 4, L3 Technical Office & storage corridor and L2 Warm-Up Room & storage corridor. It is always better to have 2 people to check and clear an area.

PLEASE NOTE: The LX Assistant/Follow-spot Technician is not expected to take any unnecessary risks by re-entering the venue from the fire stairwell on each level to check a particular space. It is expected that a level of common sense will be applied ie: there is only solo pianist in the venue, so it is unlikely that Dressing Room 4 or the Warm-Up Room are in use.

Upon clearing these areas and arriving at Level 1, the LX Assistant/Follow-spot Technician and LX Technician should contact the Chief Warden via the WIP and report what areas they have checked and are cleared. Be specific if an area has not been checked ie: Level 3 Tech Office and storage corridor was not checked.

Check if the TOD requires assistance with evacuating any persons from backstage and then move to the Assembly Point.

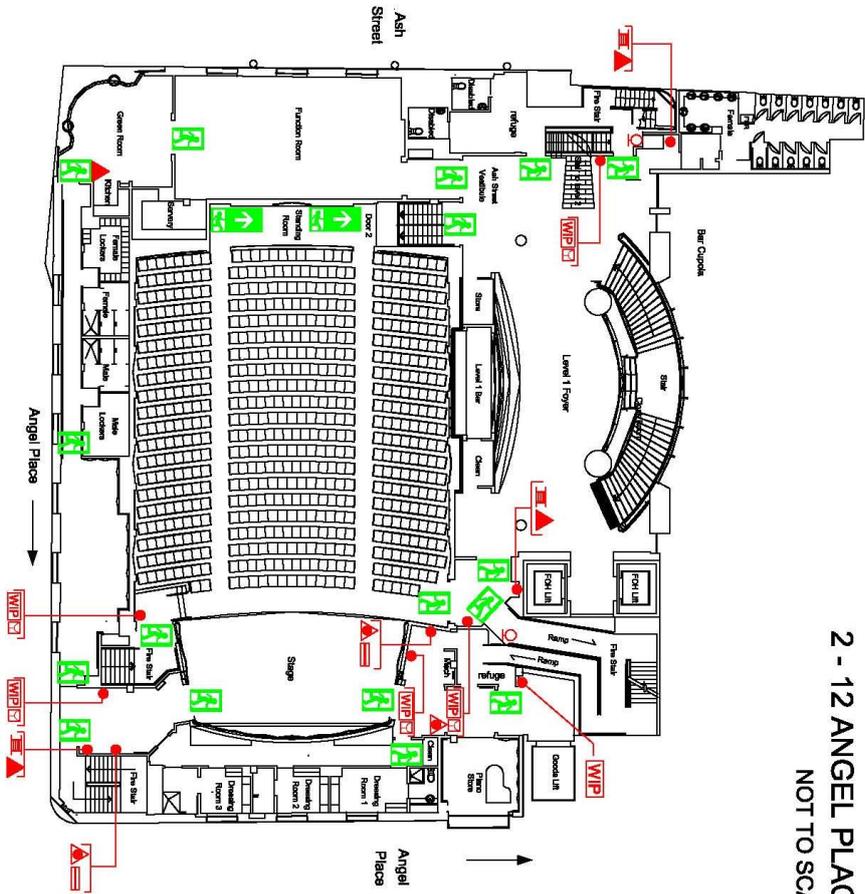
If practical and safe to do so, the LX Assistant/Follow-spot Technician should assist any persons with exiting the venue and make themselves available to any Wardens at the Assembly Point to help with crowd control and first aid requirements.

CITY RECITAL HALL – GROUND LEVEL



PLAN OF LEVEL 1
 CITY RECITAL HALL
 2 - 12 ANGEL PLACE, SYDNEY
 NOT TO SCALE

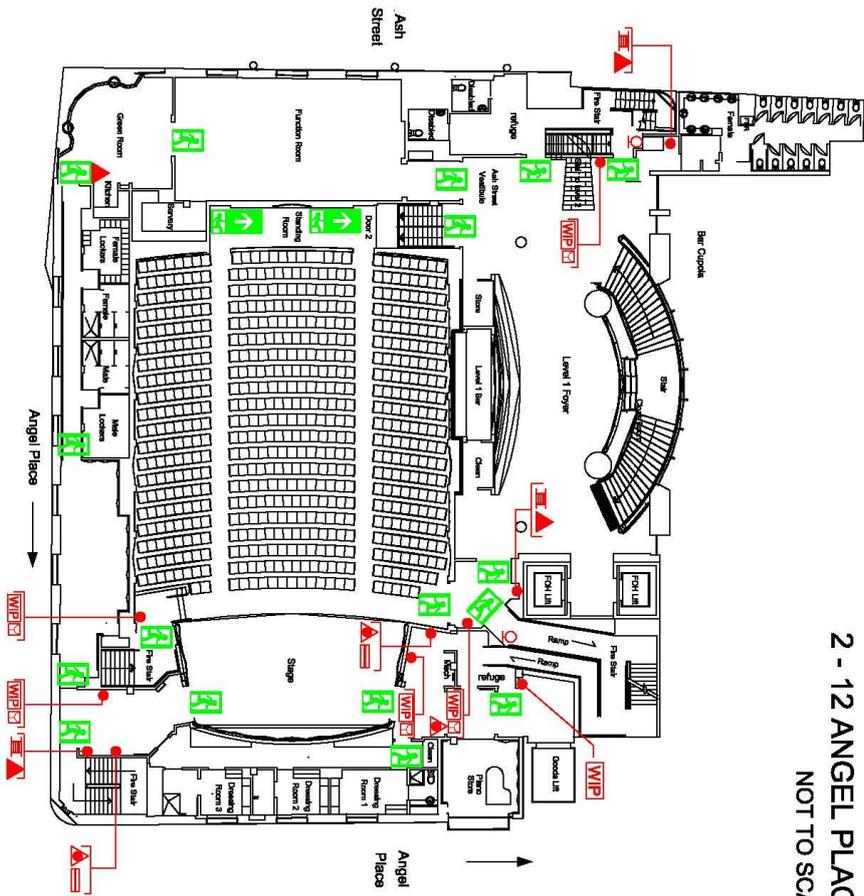
- LEGEND**
- FIRE BLANKET
 - FIRE HYDRANT
 - FIRE HOSE REEL
 - CO₂ EXTINGUISHER
 - DCP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN



CITY RECITAL HALL – LEVEL 1



- LEGEND**
- FIRE BLANKET
 - FIRE HYDRANT
 - FIRE HOSE REEL
 - CO₂ EXTINGUISHER
 - DCP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN

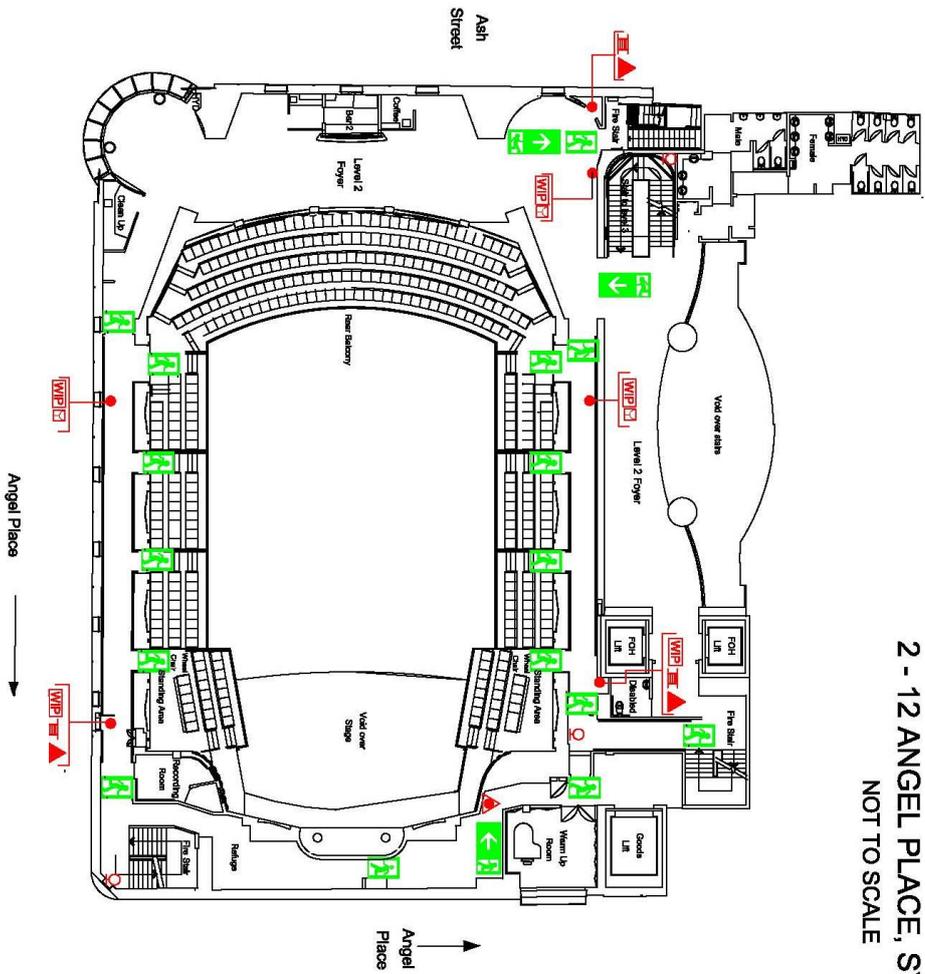


PLAN OF LEVEL 1
 CITY RECITAL HALL
 2 - 12 ANGEL PLACE, SYDNEY
 NOT TO SCALE

CITY RECITAL HALL – LEVEL 2



- LEGEND**
- FIRE HYDRANT
 - FIRE HOSE REEL
 - CO₂ EXTINGUISHER
 - DCP EXTINGUISHER
 - WARDEN INTERCOM PHONE
 - MANUAL CALL POINT
 - EXIT SIGN



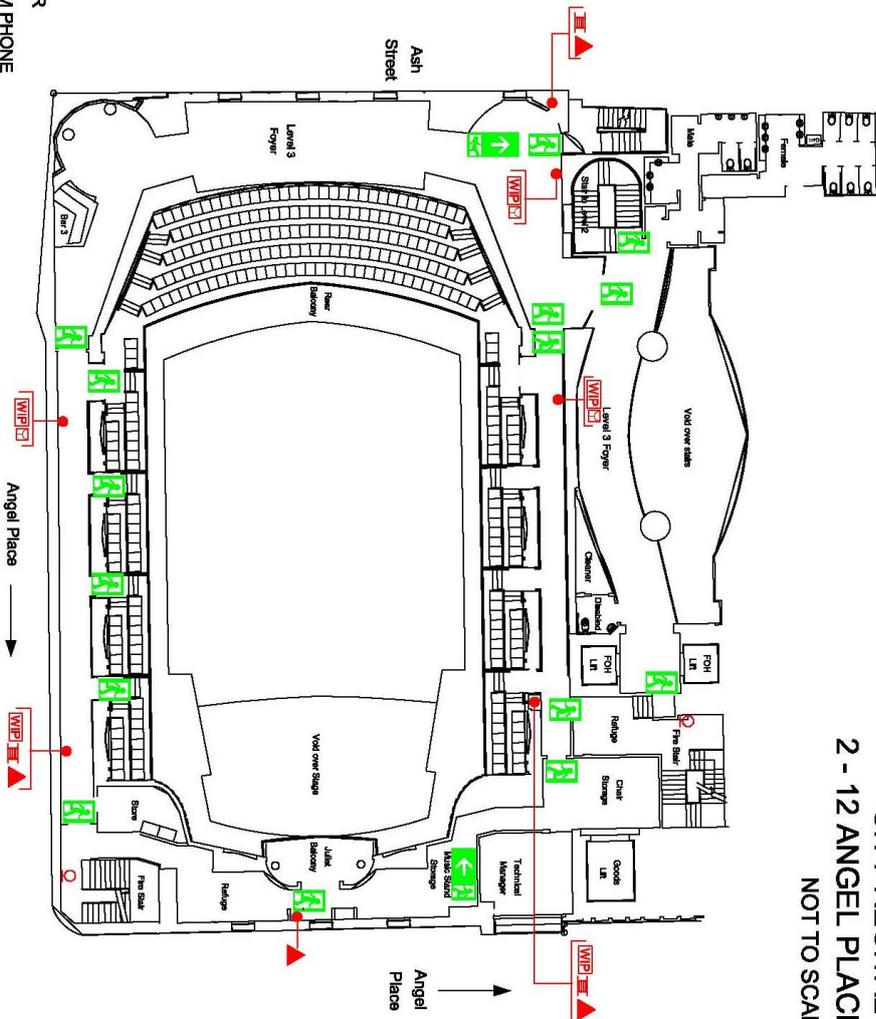
PLAN OF LEVEL 2
 CITY RECITAL HALL
 2 - 12 ANGEL PLACE, SYDNEY
 NOT TO SCALE

CITY RECITAL HALL – LEVEL 3



PLAN OF LEVEL 3
 CITY RECITAL HALL
 2 - 12 ANGEL PLACE, SYDNEY
 NOT TO SCALE

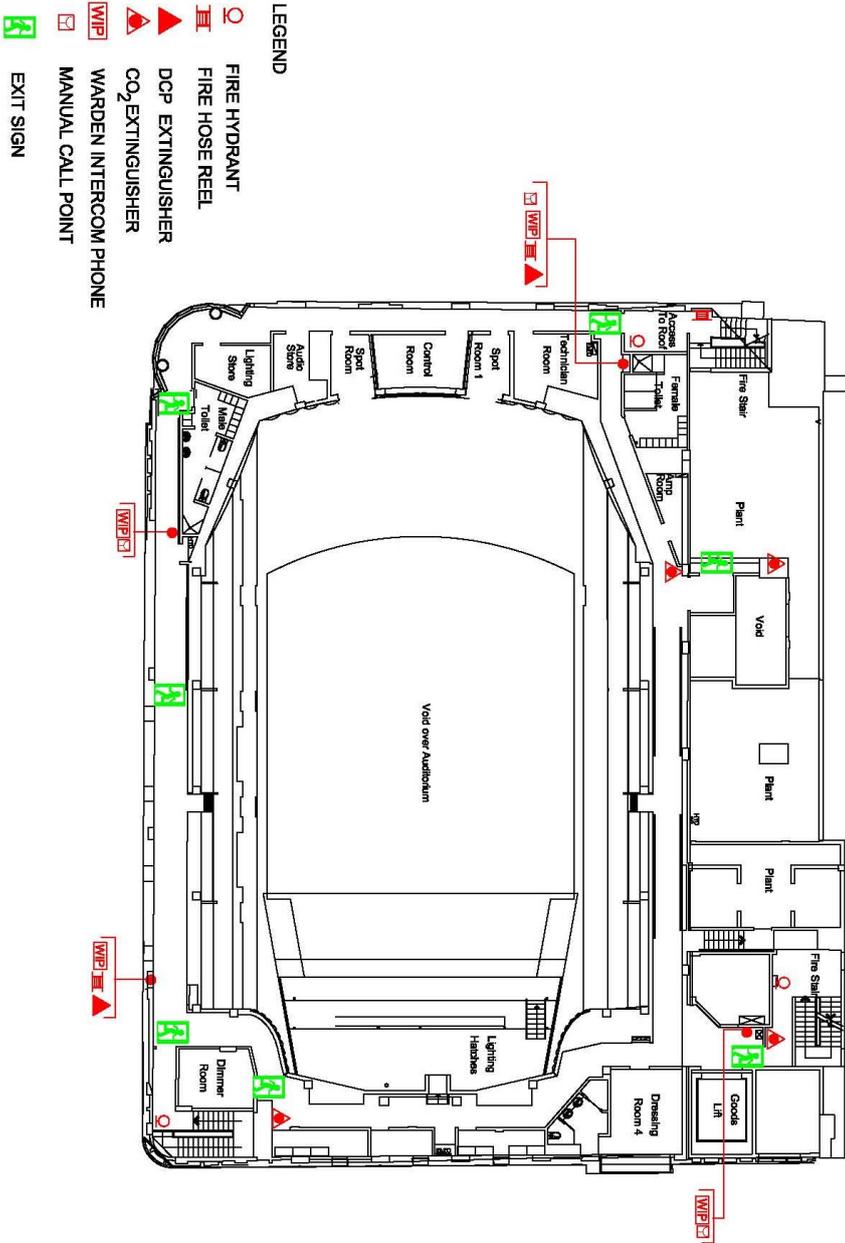
- LEGEND**
-  FIRE HYDRANT
 -  FIRE HOSE REEL
 -  DCP EXTINGUISHER
 -  WARDEN INTERCOM PHONE
 -  MANUAL CALL POINT
 -  EXIT SIGN



CITY RECITAL HALL – LEVEL 4



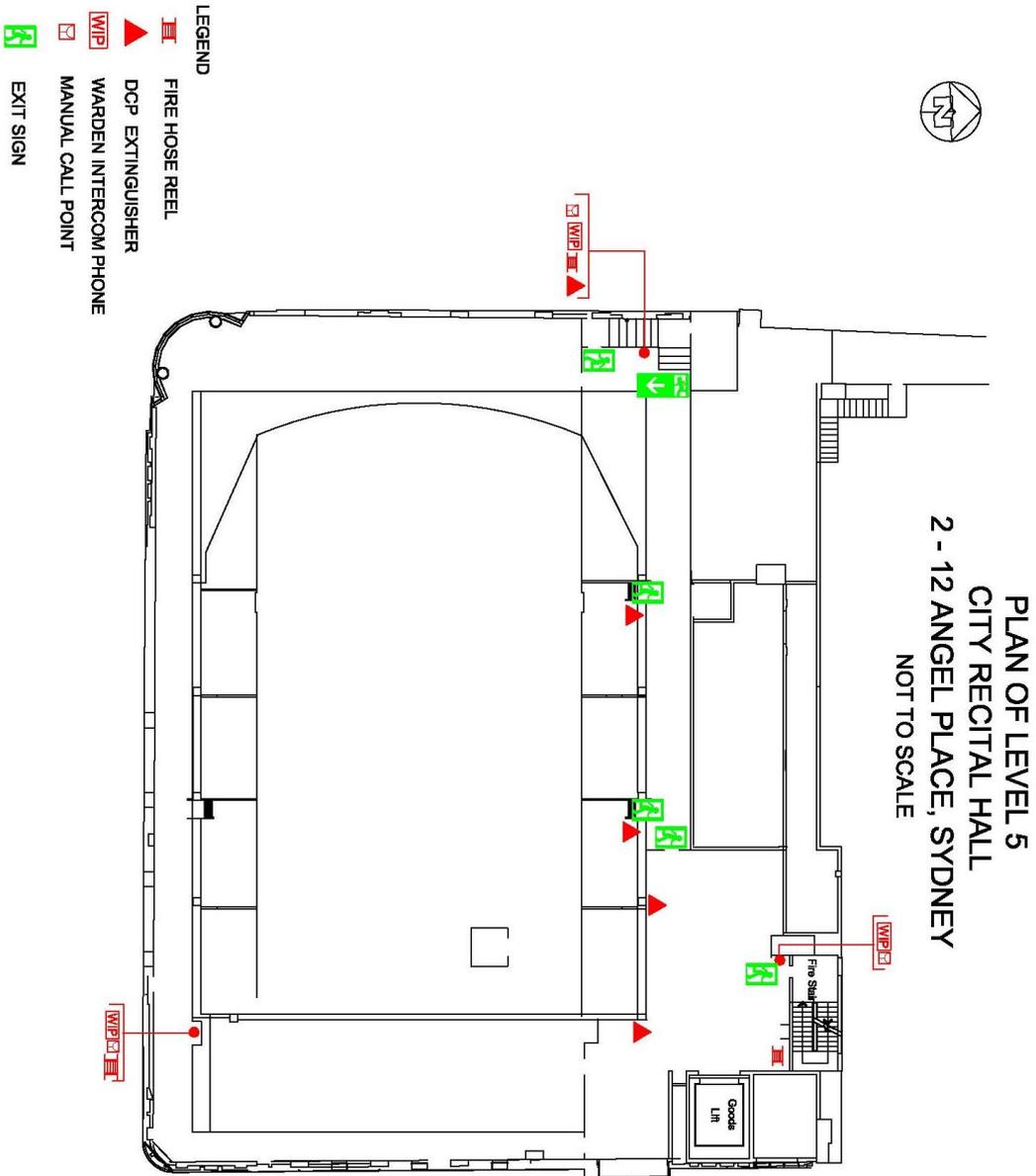
PLAN OF LEVEL 4
 CITY RECITAL HALL
 2 - 12 ANGEL PLACE, SYDNEY
 NOT TO SCALE



LEGEND

-  FIRE HYDRANT
-  FIRE HOSE REEL
-  DCP EXTINGUISHER
-  CO₂ EXTINGUISHER
-  WARDEN INTERCOM PHONE
-  MANUAL CALL POINT
-  EXIT SIGN

CITY RECITAL HALL – LEVEL 5



CITY RECITALHALL – EVACUATION PLAN

PLAN OF EVACUATION ASSEMBLY AREAS
CITY RECITAL HALL
2 - 12 ANGEL PLACE, SYDNEY
NOT TO SCALE

