

Bellows Falls Opera House Safety Policy Certification Form

RESPONSIBLE PARTY TRAINING

Purpose

The purpose of this Safety Plan is to present information and establish policies for the safe operation of the Bellows Falls Opera House (BFOH), located in Rockingham Town Hall, at 7 Village Square, in Bellows Falls, Vermont. This Plan, developed by the municipality, is meant to cover regular operations as well as any emergency, whether due to fire, power failure, natural disasters, human incidents, or any other cause.

Responsibility

The obligation for observing and enforcing this Plan shall be the responsibility of the Town of Rockingham, BFOH staff, and anyone who is the RESPONSIBLE PARTY by leasing the Opera House, or otherwise arranging for its use, for the display of films, or the production of live musical or theatrical performances, lectures, presentations, or meetings of any kind.

BFOH Coordinators and Managers shall be trained to serve as RESPONSIBLE PARTIES for films and events under management by Town.

RESPONSIBLE PARTIES must be familiar with the responsibilities associated with the facility and overall safety procedures.

Documents

This Plan consists of this four (4)-sided text document, four (4) architectural plans that show the location of exits, pull stations, and fire extinguishers throughout the building, and one (1) seating chart.

The Venue

The Bellows Falls Opera House is a 550-seat theater on the first floor of a three-story brick structure, built in 1926, that also houses municipal offices for the Town of Rockingham and the Village of Bellows Falls. The theater includes a balcony on the second floor. There is also a Lower Theater, most often used for municipal meetings, located in the basement. As a result of renovations carried out from 2004-2006, the Town Hall and its theater are now completely served by smoke detection and suppression systems.

Occupancy

As determined by Fire Code and all available exits, these are the maximum number of individuals permitted in the theater, to include house and technical staff, attendants and performers, including those in the dressing room in the basement.

**First floor: 425 (Includes stage, dressing rooms, standing room
behind rear half-wall at last row)**

Balcony: 185

The Town shall post and maintain signs in the theater and balcony establishing maximum occupancies and showing the location of exits. Absolutely no exit aisles or doors shall be obstructed or blocked at any time.

The person established as the RESPONSIBLE PARTY for the event will make sure that the maximum occupancy is not exceeded at any time.

Staffing for Films or Events Under Management by Town

First Floor: Coordinator or RESPONSIBLE PARTY must be present at all times when the theater is occupied. At the discretion of the Coordinator, or RESPONSIBLE PARTY, additional attendants may be needed for a large number of occupants, a large number of children without adult supervision, or unusual conditions such as threatening weather.

Balcony: There will be not less than One (1) attendant in the Balcony when it is occupied.

Staffing for all Other Events

There will be at least one person identified as the lessee's Responsible Party for each event held in this facility.

BFOH Coordinator or trained designee must be present at all times when the theater is occupied.

First Floor: There must be at least One (1) qualified attendant for every 100 attendees.

Balcony: There will be not less than One (1) attendant for every 100 attendees in the Balcony when it is occupied.

The number of expected occupants for an event will dictate the number of attendants required. "First floor occupants" shall include those backstage and in the dressing room. If the number of occupants is unknown, the maximum occupancy will be used for event staffing.

Additional attendants may be required if large numbers of children are present in the absence of adequate adult supervision.

Compliance & Certification

The Town shall post and maintain signs in the theater and balcony establishing maximum occupancies and showing the location of exits.

Training will be provided as-needed for the BFOH's Coordinators, Manager and theater staff as RESPONSIBLE PARTIES for the safe operation of the theater.

Certification of a RESPONSIBLE PARTY shall remain valid for a period of two years from the date of training.

This document shall serve as certification of such training. The theater shall not be placed in use for any event without the personal supervision of a RESPONSIBLE PARTY who has been certified as having received such training.

The training of the RESPONSIBLE PARTY must take place at least one week before the event. If this is not possible, arrangements must be made in advance at the time of application.

Emergency Procedures

IN CASE OF INJURY OR MEDICAL EMERGENCY:

- In case of any injury or medical emergency, **report it immediately** to Coordinator on duty.
- First aid kits are located **behind the concession counter** in the lobby, and **in the dressing room**.
- **In case of serious injury, do not move the injured person** unless absolutely necessary. Only provide assistance to the level of your training. Call EMS by dialing 911.
- In case of serious injury where the injured person is located in a hard-to-reach area, or movement is a problem (such as catwalks, grid, roof, etc.) inform 911 Operator of the situation so the Fire Department can be dispatched.
- Bellows Falls Opera House Coordinators, staff, Town of Rockingham employees, RESPONSIBLE PARTIES and Volunteer Attendants are not required to perform first aid as part of their job duties.

IN CASE OF FIRE:

- If smoke or fire is discovered, **activate fire alarm** (stations located on map) before trying to extinguish fire and begin evacuation of building.
- Fire extinguishers are provided and available to be used by trained staff. Bellows Falls Opera House Coordinators, staff, Town of Rockingham employees, RESPONSIBLE PARTIES and Volunteer Attendants are not required to use a fire extinguisher as part of their duties.
- If the fire grows or there is thick smoke, do not continue to fight the fire: EXIT IMMEDIATELY

BUILDING EVACUATION:

There may be times when the building must be evacuated for safety purposes. Examples of these situations are a fire or fire alarm, power failure, a natural or man made disaster, or a terrorist threat.

Evacuate the building whenever the alarm sounds, even if there is no fire or smoke evident. In the event the building must be evacuated, the following procedure must be followed:

- **Activate the fire alarm, if appropriate, to evacuate the building.**
- **Upon an alarm sounding, go to your assigned door or station.**
- Direct and Assist the audience, in an orderly fashion, to the most appropriate exit.
- Pay special attention to disabled and elderly patrons, and provide assistance to them as needed.
- Direct everyone evacuating to: **“Exit the Opera House and follow the sidewalk, north or south, at least 500 yards away from the building.”**
- **Do not use elevators.**
- **RESPONSIBLE PARTY and stage crew assists with evacuating the dressing room, basement restroom, and stage area.**

- Report situation to responding agencies (Police/Fire).
- If safe to do so, check all areas in and around the auditorium, balcony, lobby and restrooms.
- When the theater is empty, close all doors and exit the building.
- After exiting building, all Opera House staff, crew, volunteers, RESPONSIBLE PARTY, etc. gather across street from Opera House, in front of 20 Village Square (currently “J&H Hardware”) for head count, a situation up-date (e.g., “all clear in my area, could not check an area,” etc…) and any additional orders.

PHONING 911:

Persons calling 911 to report an emergency situation or to ask for specialized help in order to prevent or control an emergency or incident such as fire or crowd control should report as follows:

- “I wish to report a specific situation.”
- “My name is _____. I am calling from the Bellows Falls Opera House located in Rockingham Town Hall at 7 Village Square, Bellows Falls.”
- “There are _____ (number) of people trapped or in immediate danger.”

Training & Certification

I hereby acknowledge that I have read this Safety Plan and understand it, and have received training in its application. I understand that if its terms are violated, I, or the entity I represent, will forfeit any deposit and may not be permitted to lease the theater, or serve as RESPONSIBLE PARTY, in the future.

Signature of RESPONSIBLE PARTY

Name of Responsible Party (please print)

Signature of TRAINER

Name of Trainer (please print)

Date

Training & Certification BFOH FILE COPY

I hereby acknowledge that I have read this Safety Plan and understand it, and have received training in its application. I understand that if its terms are violated, I, or the entity I represent, will forfeit any deposit and may not be permitted to lease the theater, or serve as RESPONSIBLE PARTY, in the future.

Signature of RESPONSIBLE PARTY

Name of Responsible Party (please print)

Responsible party cellphone

Responsible party email

Signature of TRAINER

Name of Trainer (please print)

Date



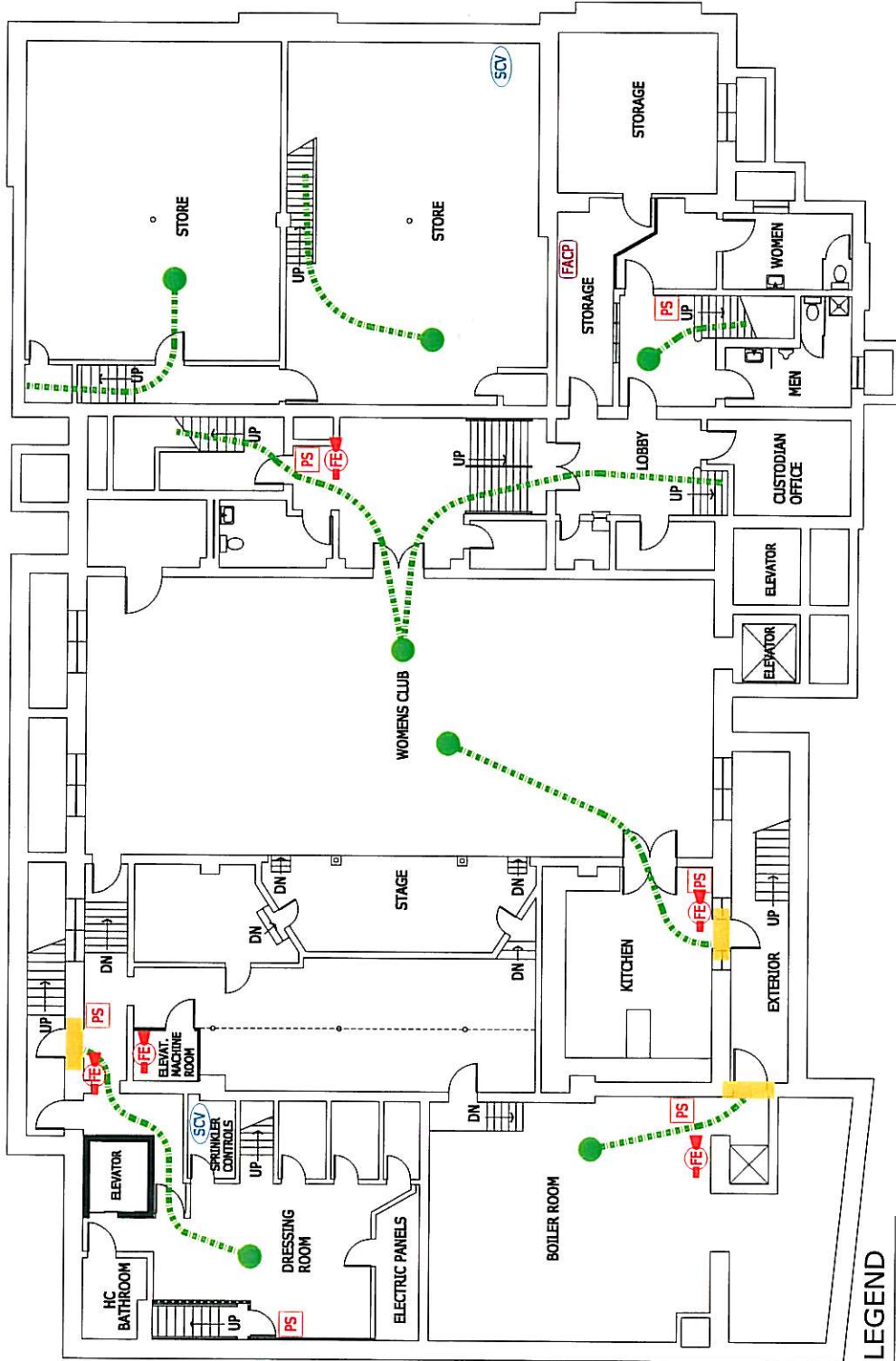
ROCKINGHAM TOWN HALL
BELLOWS FALLS, VERMONT

BASEMENT FLOOR PLAN
SCALE
MTS
DATE
FEBR. 22, 2007
DRAWN BY
JFE
CHECKED BY

A0

LIFE SAFETY / EVACUATION PLAN

BASEMENT FLOOR PLAN



LEGEND

- Fire Extinguisher
- Fire Alarm Pull Station
- Fire Alarm Control Panel
- Sprinkler Control Valve
- Emergency Egress To Exterior
- Emergency Egress Route



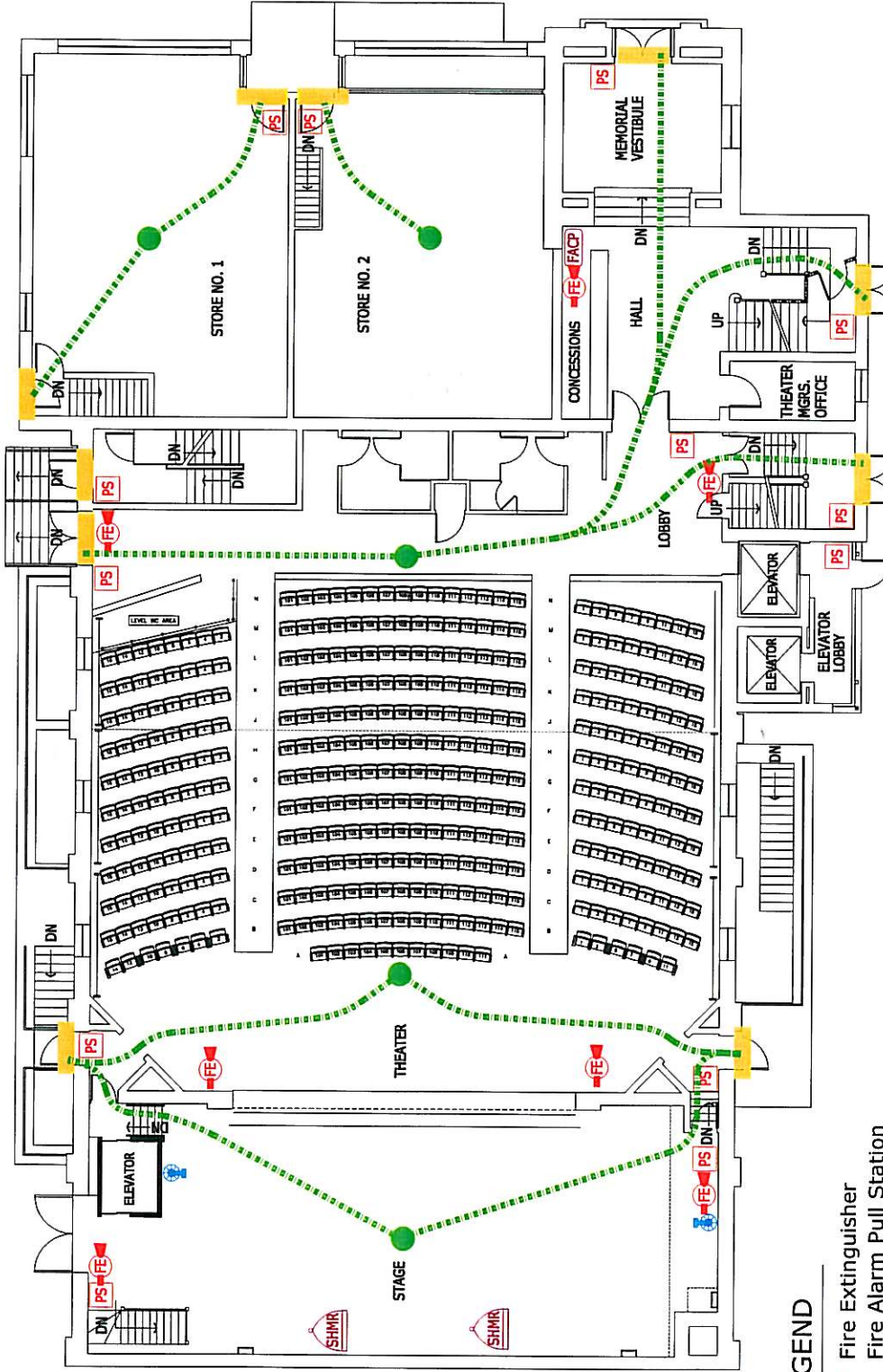
ROCKINGHAM TOWN HALL
BELLOW FALLS, VERMONT

FIRST FLOOR PLAN
SCALE MTS
DATE FEBR. 22, 2007
DRAWN BY JFE
CHECKED BY

A1

LIFE SAFETY / EVACUATION PLAN

FIRST FLOOR PLAN

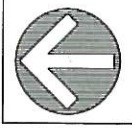


LEGEND

- Fire Extinguisher
- Fire Alarm Pull Station
- Fire Alarm Control Panel
- Fire Hose Stand Pipe
- Emergency Egress To Exterior
- Emergency Egress Route
- Smoke Hatch Manual Release

LIFE SAFETY / EVACUATION PLAN

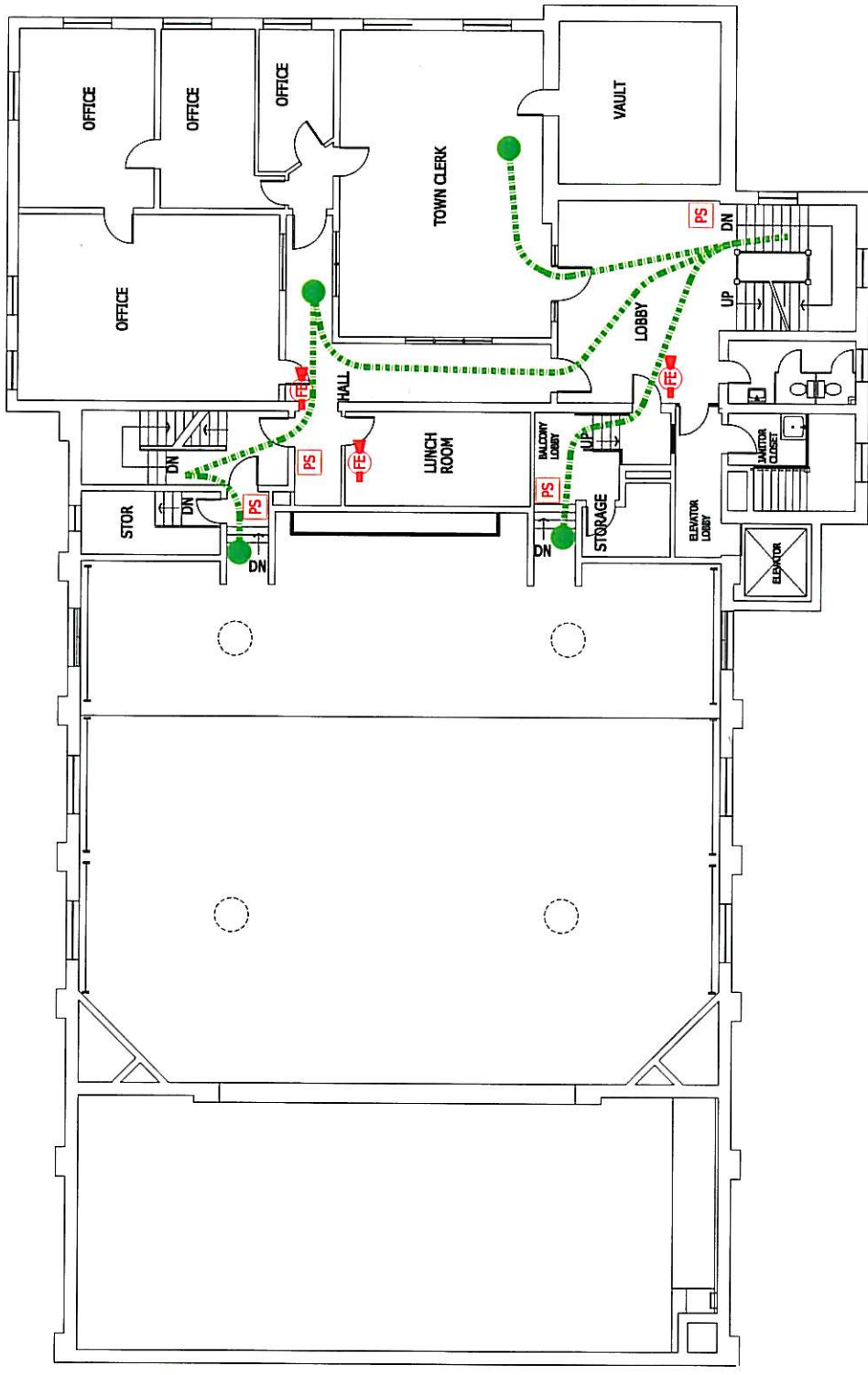
SECOND FLOOR PLAN



ROCKINGHAM TOWN HALL
 BELLOWS FALLS, VERMONT

SECOND FLOOR PLAN
SCALE MTS
DATE FEBR. 22, 2007
DRAWN BY JFE
CHECKED BY

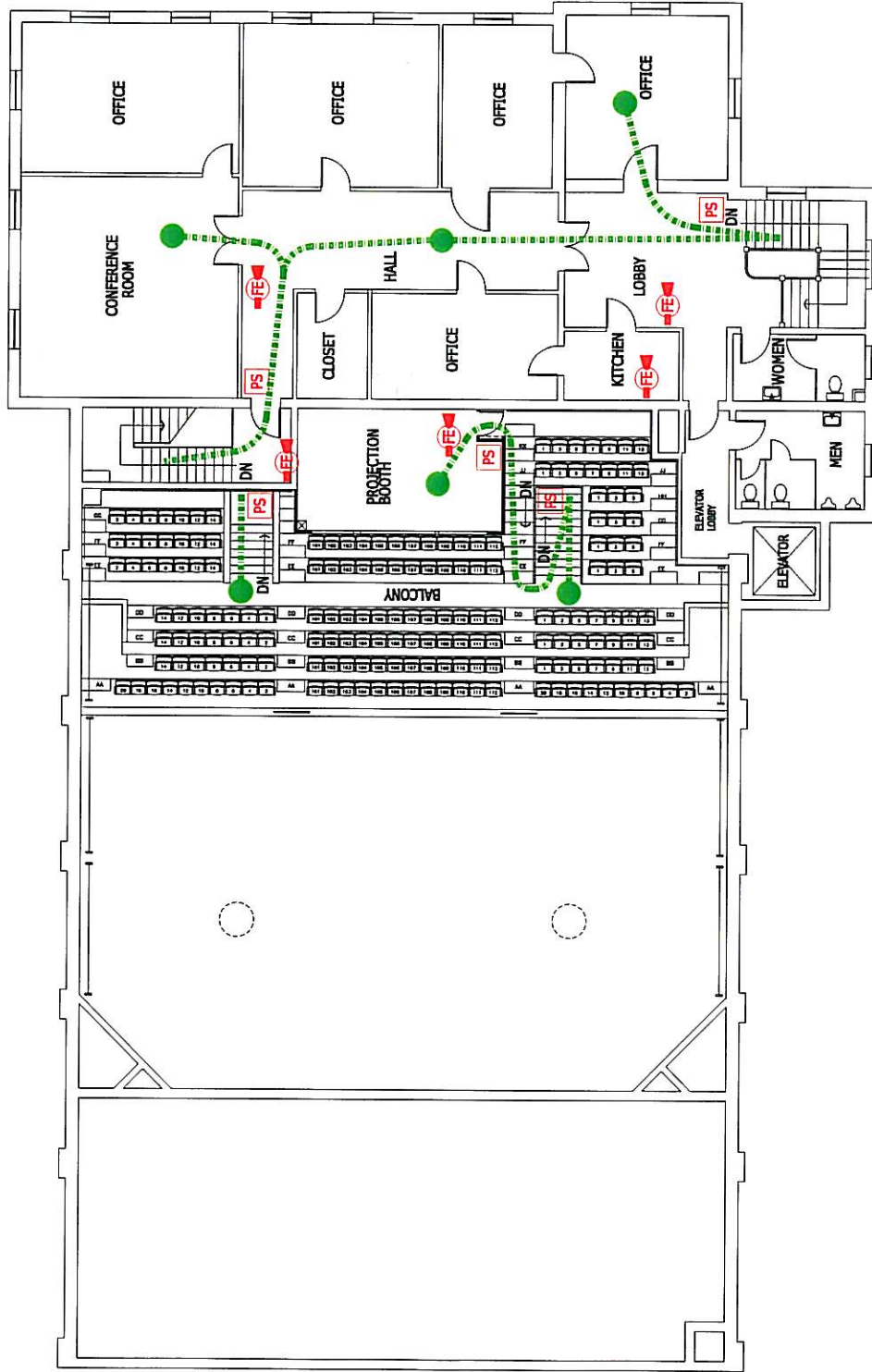
A2



- LEGEND**
- Fire Extinguisher
 - Fire Alarm Pull Station
 - Emergency Egress Route

LIFE SAFETY / EVACUATION PLAN

THIRD FLOOR PLAN



- LEGEND**
- Fire Extinguisher
 - Fire Alarm Pull Station
 - Emergency Egress Route



ROCKINGHAM TOWN HALL
BELLOWS FALLS, VERMONT

THIRD FLOOR PLAN
SCALE NTS
DATE FEBR. 22, 2007
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A3

STAGE

ORCHESTRA CENTER AND BEST OF HOUSE

ORCHESTRA LEFT

B	11	9	7	5	3	1		
C	15	13	11	9	7	5	3	1
D	15	13	11	9	7	5	3	1
E	15	13	11	9	7	5	3	1
F	15	13	11	9	7	5	3	1
G	15	13	11	9	7	5	3	1
H	15	13	11	9	7	5	3	1
J	15	13	11	9	7	5	3	1
K	15	13	11	9	7	5	3	1
L	15	13	11	9	7	5	3	1
M	15	13	11	9	7	5	3	1
N	15	13	11	9	7	5	3	1

A	11	10	09	08	07	06	05	04	03	02	01				
B	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
C	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
D	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
E	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
F	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
G	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
H	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
J	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
K	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
L	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
M	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01
N	15	14	13	12	11	10	09	08	07	06	05	04	03	02	01

ORCHESTRA RIGHT

B	2	4	6	8	10	12	14	16
C	2	4	6	8	10	12	14	16
D	2	4	6	8	10	12	14	16
E	2	4	6	8	10	12	14	16
F	2	4	6	8	10	12	14	16
G	2	4	6	8	10	12	14	16
H	2	4	6	8	10	12	14	16
J	2	4	6	8	10	12	14	16
K	2	4	6	8	10	12	14	16
L	2	4	6	8	10	12	14	16
M	2	4	6	8	10	12	14	16

BALCONY LEFT

AA	19	17	15	13	11	9	7	5	3	1
BB	13	11	9	7	5	3	1			
CC	13	11	9	7	5	3	1			
DD	13	11	9	7	5	3	1			
EE	5	3	1							
FF	5	3	1							
GG	5	3	1							
HH	5	3	1							
IJ	13	11	9	7	5	3	1			
KK	13	11	9	7	5	3	1			

BALCONY CENTER

AA	12	11	10	09	08	07	06	05	04	03	02	01
BB	12	11	10	09	08	07	06	05	04	03	02	01
CC	12	11	10	09	08	07	06	05	04	03	02	01
DD	12	11	10	09	08	07	06	05	04	03	02	01
EE	12	11	10	09	08	07	06	05	04	03	02	01
FF	12	11	10	09	08	07	06	05	04	03	02	01

BALCONY RIGHT

AA	2	4	6	8	10	12	14	16	18	20
BB	2	4	6	8	10	12	14			
CC	2	4	6	8	10	12	14			
DD	2	4	6	8	10	12	14			
EE	14	12	10	8	6	4	2			
FF	14	12	10	8	6	4	2			
GG	14	12	10	8	6	4	2			