



Emergency Information & Plans

v.3.0 | 7-27-2017

Roll Taking:

- Classroom & Shows:
 - Instructors are required to be aware of which students are present in their class (or shows and rehearsals) in the case of an emergency. Instructors must also make students aware of the closest fire extinguisher, first aid kit, fire alarm, and emergency exit at the beginning of class or a show. Our memory cannot be trusted in the event of an emergency – therefore taking the roll digitally is required at the beginning of class. If a student leaves after the roll has been taken, the instructor must make note of it either digitally or on paper so that we don't think they are still present in the building in the event of an emergency.

Fire Extinguisher Locations:

- Studio 1 (Drama Room) next to the main door
- Studio 2 (Art Room) next to the main door
- Main Office next to the blue desk
- Studio 5 (Stage) one on each side of the stage
- Back Hallway on the outside door of Studio 9 (Media/Tech Room)

First Aid Kit Locations:

- Studio 1 (Drama Room) next to emergency exit door
- Studio 2 (Art Room) to the left of the double doors facing the Berg Auditorium
- Studio 6 (Green Room) to the right of the back hallway door
- Back Hallway near the Women's Restroom
- Studio 7 (Piano Room) next to the main door
- Studio 8 (Band Room) next to the main door

Fire Alarm Pull Lever Locations:

- Studio 1 (Drama Room) next to emergency exit door
- Lobby next to the left of the black table
- Berg Auditorium one by main entrance doors and one by emergency exit door
- Janitor's Closet by emergency exit door
- Studio 7 (Piano Room) next to emergency exit door
- Studio 8 (Band Room) next to the main door
- Back Hallway on the outside door of Studio 9 (Media/Tech Room)

In the Case of an Emergency:

- All students and staff should exit through their closest emergency exit that is away from the danger. Please refer to the PRYAF Evacuation Plan to find the closest exit, which is posted in every room by the main door.
- Upon exiting, students and staff must report to the evacuation area closest to the door they exited from.
- Evacuation Areas: (if any area is near the danger, move to the next closest area.)
 - A: Back Parking Lot
 - B: Grassy Area in Front of Building
 - C: KPRL Next Door
- Arriving at closest Evacuation Area, staff must then take roll again and account for every student or show performer of their own and then communicate with other staff to confirm all students have safely exited the building.

