



Last Update 6/24/2013

### **Craneway Evacuation Plan:**

#### **In the event of Fire Alarm on a non-show day.**

- CW staff on duty will immediately shut all doors:
- Check restrooms, offices, production office, storage area, janitorial closet, and CW for personnel.
- In the event of fire at West end, evacuation will be through east doors and past tree to bike path.
- In the event of fire at East end, evacuation will be through west doors and down along shoreline to parking area.
- Everyone to remain in place until all clear is given by Fire Dept. or CW representative.

#### **In the event of Fire Alarm during performance:**

- CW production director or event manager is to take over PA system and to inform audience to remain in place until cause for alarm is investigated.
- In the event of power failure, bullhorns to be used to make announcements.
- If no emergency is determined CW representative or fire department will disarm audible alarm and show can proceed. Fire response will then disarm strobe lights.
- If there is imminent danger, CW staff will instruct the audience to carefully exit both ends of building if possible and to proceed down bike path on east end or to proceed by waterfront to upper parking lot in front of building west end.
- CW staff will check restrooms, offices. Production office, storage area, janitorial closet for personnel.
- Everyone to remain in place until all clear is given by Fire Dept. or CW representative

### **Assemble Restaurant Evacuation Plan:**

#### **In the event of Fire Alarm:**

- AS manager on duty should instruct all patrons to proceed out front door and down bike path past the tree.
- AS manger should check all restrooms, closets, and office space to make sure no one is left in building.
- Kitchen staff should shut off all stove and ovens and overhead ventilation and proceed to bike path.

**Note:** In the event of large Kitchen fire and access down the stairs is not possible. Upstairs staff can exit through windows on west wall of office and short drop to roof. They can then proceed down Ford point roof to safety.

**Nearest Hospital:** Kaiser Richmond, 901 Nevin Ave, Richmond, CA 94801, 510-307-1500

**Nearest Police Dept:** 1701 Regatta Blvd, Richmond CA 94804, 510-233-1214, Emergency 9-1-1

**Nearest Fire Dept:** Station 67, 1131 Cutting Blvd, Richmond, CA 94804, Emergency 9-1-1

**CRANEWAY PAVILION**

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