

## Safety Responsibilities AUDIENCE COORDINATOR

### Safety Program Information for Audience Coordinator

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

### Safety Responsibilities of the Audience Coordinator

The Audience Coordinator is responsible for seeing that procedures are in place to provide for the safety of the audience during all phases of their visit to the Production:

1. Arrival at facility, parking, check-in, etc.
2. Entry to stage and seating area.-
3. During the recording of the Production.
4. Exiting the stage.
5. Returning to parking area.
6. In the event of an emergency.

### At Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available and to read the **Production Safety Manual**.
2. Read **(Form 1) General Safety Guidelines for Production** and sign the **Employee Acknowledgment**. Form 1 contains Codes of Safe Practices for typical production activities. If you have any questions about activities not covered in Form, or about your safety responsibilities, contact the **Executive in Charge, Line Producer, or Production Safety Representative**.
3. Attend the mandatory safety orientation with the Production Safety Representative at the beginning of production.
4. Determine the evacuation routes and assembly areas for the stage(s) and audience holding area.
5. Review **Emergency Plan** information with all audience assistants/pages:
  - a. Walk the evacuation routes and assembly areas for the stage(s) and audience holding area.
  - b. Ensure that all audience assistants/pages are aware of the location of the Set Medic or other medical personnel
  - c. Discuss procedures for responding to an audience member illness or injury.

### Before the Audience Arrives

1. Discuss with staff any unusual activities planned for the production, such as exotic animals, special effects, pyrotechnics, stunts, etc.
2. See that the audience can access the studio from the parking area without being exposed to traffic or other potential hazards.

### When the Audience Arrives

1. Determine if any audience members require special accommodations, such as wheelchair access.
2. See that **Emergency Plan** information is reviewed with the audience, by you, someone on your crew, a Fire Safety Officer, Audience Warm-up, or other person with knowledge of the facility and the procedures:
  - a. Instruct audience to duck and cover and remain inside stage or audience holding area in the event of an earthquake, unless an evacuation is ordered by production or emergency personnel.
  - b. Point out evacuation routes, emergency exits, and assembly areas for the stage(s) and audience holding area.
  - c. Point out the person or persons to whom the audience will report in the event of an evacuation.
  - d. Point out the staff person and where that staff person will be stationed during taping to whom an audience member should report an injury or illness.
  - e. Advise the audience if there will be any loud noises, atmospheric smokes, or strobe lighting effects.

### During the Show

1. See that any audience members in need of restroom or other break are escorted from the stage. Do not let audience members wander the premises unaccompanied.

2. Monitor the audience for any signs of distress. For example, if it is hot in the studio and the show is running long, you may need to take a water break.

### **End of Show**

1. See that audience members are escorted safely to the parking area. Do not let audience members linger unaccompanied on studio premises.
2. See that any audience members needing special assistance to the parking area are accommodated.
3. Double-check the stage area to be certain no audience members have remained behind.

### **In the Event of an Emergency**

1. Assist in communicating evacuation order to audience – evacuate immediately, do not wait for confirmation.
2. Direct audience toward exits and assembly area.
3. Assist physically-challenged, injured, or those needing additional help.
4. Account for all audience members in the assembly area. If people are missing, DO NOT return to the evacuated area to search for them. Give their names and other descriptive information to Emergency Personnel.
5. Remain with the audience throughout the evacuation and while in the assembly area.
6. Defer to Emergency Personnel for official communications to audience members at the assembly area.
7. Do not allow audience members to leave the assembly area until Emergency Personnel give the okay.