

Brown Family Amphitheater Inclement Weather Policy

The safety of our guests and staff is the foremost priority at all events. Activities are considered viable and will typically proceed rain or shine. Yet this protocol is subject to exception:

Inclement Weather Predicted

Performances will generally be presented regardless of light rain, but in the instance of severe storms, a delay is probable/cancellation possible. Any delay or postponement will be made by venue management staff in consultation with artist. The public is encouraged to check the Brown Family Amphitheater social media page for any weather updates prior to performances.

Inclement Weather Arises During an Event

Light rain, drizzle, heat, and cold will typically not deter an event. Our staff will work with Ball State Meteorology Department staff to track weather leading up to and during all major events. During an event, any weather-related messages would be conveyed onsite via the loudspeakers, and/or video displays and online via social media, as well as directly by event staff.

Lightning

If there is a confirmed lightning strike within 10 miles of the stage during an event, the show will pause and the venue will be cleared. Patrons must exit the grounds and seek shelter in their vehicles, Pruis Hall or other University facility as directed until notified by Amphitheater staff or social media of an all-clear status. After 30 minutes have passed without a confirmed lightning strike, guests may return to the venue lawn and the event will resume.

High Winds

Should winds exceed 30 mph, the event will be suspended with the intent of resuming once wind velocity has subsided. If wind speeds are identified between 20-30mph a determination regarding viability of continuing activity in a safe manner will be made at the discretion of venue management.

Heavy Rain

Heavy rain will not necessarily adversely impact the status of an event. If there is no tangible risk to patrons or staff, event participants may elect to continue during heavy rain fall.

List of Emergency Contacts

Emens Auditorium

Last Name	First Name	Title	Email	Work Phone	Cell Phone
Myers	Robert	Director	rmyers@bsu.edu	5-1542	765-748-4625
Foster	Will	Asst Director of Operations	wfoster2@bsu.edu	5-8154	812-344-9866
Cavanaugh	Garod	Stage Manager	gccavanaugh@bsu.edu	5-1719	317-417-7209
Pollnow	Chris	Sound Technician	christopher.pollnow@bsu.edu	5-1420	574-453-8655
Boyd	Deanna	Office Supervisor	dboyd1@bsu.edu	5-8156	765-748-5773

Evacuation Timeline

1. Minimum 30 minutes prior to severe weather: Staff determines an evacuation is imminent. Radio call goes out to Emens staff on Emens radio channel & Emens Production radio channel, to position themselves in assigned evacuation area.
2. Minimum 20 minutes prior to severe weather: Evacuation Begins. Radio call from Director or Stage Manager goes out.
3. Completion of Evacuation: Await additional communication to reconvene activity/communicate all clear.

Procedure for Emergency Action

Prior to Possible Evacuation:

1. When Severe Weather is in the area, Management will notify staff that there is a weather threat specifying the potential severity of this weather condition.

When the notification is made, Professional staff will begin reviewing with all Event personnel on how and where to evacuate patrons depending upon the nature of weather report.

Evacuation of Brown Family Amphitheater

1. When a determination is made and staff are directed to evacuate patrons from the amphitheater, it should be done in a calm reassuring manner. Patrons will be notified via PA announcement and or video display to, "seek shelter."
2. Guide participants out of the facility using the closest evacuation route(s). If an evacuation route is not accessible due to fire, debris, etc, relocate to nearest open evacuation route.
3. An employee should not put themselves in danger. If a participant refuses to leave, give emergency personnel the description and last location of any participants that refused to leave.
4. Patrons should exit the facility via evacuation routes and shelter themselves in their vehicle or Pruis Hall (if available).

5. Once staff have evacuated the amphitheater, staff should shelter themselves in the following locations;

Director – Green Room w/ talent

Stage Manager – Woodworth Dock w/ stage hands and technical staff

Asst. Director of Operations – Pruis Hall w/ event staff and student workers

Example of Social Media Message:

Due to severe weather in the area, we are delaying the start of today's show. Please seek shelter and stay safe. We hope to see you soon! Please continue to monitor our social media pages for updates.

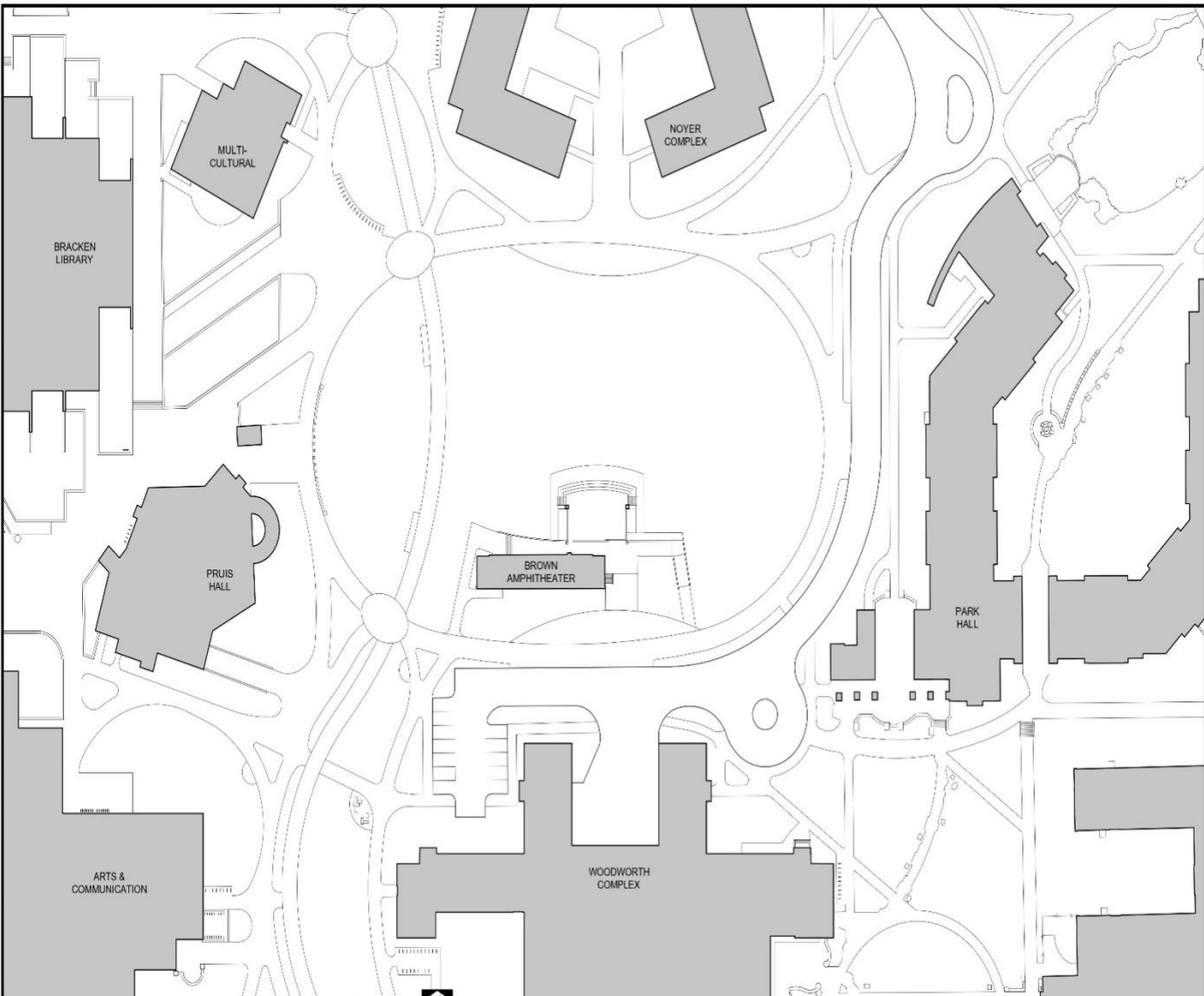
Example of Loud Speaker Message:

Due to severe weather in the area, the Amphitheater is being evacuated at this time. Please calmly proceed to the nearest exit & seek shelter in nearby parking garages or in your vehicles for safety. We will notify you when it is safe to re-enter.

Photos/Maps/Diagrams



C:\USERS\ARTREY\ONEDESK\BALL STATE UNIVERSITY\RESOURCES\MAPS\CAMPUS MAP.DWG PLOT DATE: 08/02/2015 09:26:21 AM PLOT STYLE: BSLU.FRM (Acad.ctb)



BROWN FAMILY AMPHITHEATER SITE PLAN

SHEET TITLE
SITE PLAN

SHEET NO.
G100

01
SCALE: 1" = 64'-0"

FLOOR PLAN



Weather Matrix

THREAT	ALERT METHOD	BACKSTAGE	SPECTATOR SEATING	VIDEO PRODUCTION	TICKETING	TALENT
TORNADO ACTIVITY	1 long air horn blast + staff radio communication with PA announcement	IMMEDIATE RETREAT TO NEAREST DESIGNATED SHELTER AREA				
SURFACE WINDS IN EXCESS OF 40MPH OR TORNADO WARNING	1 long air horn blast + staff radio communication with PA announcement	ORGANIZED EVACUATION IN ACCORDANCE WITH EVENT EVACUATION PLAN				
WINDS 30 MPH OR GREATER	Text, radio, PA	Move to Woodworth Dock	Return to vehicles or Pruis Hall	Add bracing cables or prepare to lower to floor/ground	Stay in Box Office	Return to greenroom
LIGHTNING PER ASSRSMENT CRITERIA	Text, radio, PA	Move to Woodworth Dock	Return to vehicles or Pruis Hall	N/A	Stay in Box Office	Return to greenroom
WINDS 26-30MPH	Text, radio, PA	Move to Woodworth Dock	Return to vehicles or Pruis Hall	Check Rigging	Stay in Box Office	Return to greenroom
WINDS 20-25MPH	Text	Monitor	Monitor	Check Rigging	Monitor	Monitor
STORM/LIGHTNING TRACKING TOWARDS SITE (WITHIN 20 MILES)	Text	Monitor	Monitor	Check Rigging	Monitor	Monitor
RAIN EVENT TRACKING TOWARDS SITE (WITHIN 20 MILES)	Text	Monitor	Monitor	N/A	Monitor	Monitor
ALL CLEAR	Text, radio, PA	WEATHER IS ALL CLEAR, RESUME NORMAL SHOW ACTIVITIES				