



The Roxy Theatre Incident Protocol and Reporting Form (for theft, injury, damage, disorderly clients, etc.)

Please note: if you require more room, please use the back of this form.

1. If there is an accident and emergency medical attention is required, call 911, report location: The Roxy Theatre, 251 9th St. East, Owen Sound, 519-371-2833 (box office) or 519-371-3425 (Executive Director)

- A phone is located:** -behind the bar in the lobby
- A fire extinguisher is located on the Main Floor:** - in the Lobby near front auditorium door,
-at the front stairwell on main floor,
-at the back of auditorium by Jazzymn's door
- behind the stage
- A fire extinguisher is located on the 2nd Floor:** - in the shop
-theatre manager's hallway
-corridor to tech booth
- kitchen
- First Aid kits are located on the Main Floor:** - back stage right by stairwell to auditorium,
- box office
- First Aid kits are located on the 2nd Floor:** -theatre Manager's Office
-tech booth
- in the shop (2)
- An emergency eyewash station is located:** -by the backstage sink
2. A representative from the Roxy or the renting party should accompany the injured parties seeking medical attention, if possible
 3. Contact the box office, theatre manager or front of house manager immediately.
If none of these parties is reachable, contact Cathie Locke, Board President: 519-270-9832
 4. Witnesses who remain on the scene should fill out this Incident Report Form. If no witnesses remain, this form should be filled out as soon as possible by those parties directly involved.
 5. Upon completion of the form by all relevant parties, please deposit the incident form(s) at the Box Office or the Theatre Manager's Office for the Theatre Manager and/or Board to review. If police are called, they should be provided with a copy of this report.