

# ***OLYMPIA JUNIOR PROGRAMS***

## ***USHER SAFETY ORIENTATION***



Olympia Junior Programs is supported in part by Inspire Olympia, a public funded program of the City of Olympia for non-profit organizations in the cultural arts.

# WELCOME TO THE WCPA

- OJP has been in existence as an all volunteer organization since 1940
- Thank You to all who have helped at the schools and are here to help as ushers
- We couldn't do it without you!



- OJP board members and head ushers have blue and yellow ribbons on their name tags. Have any questions or concerns check with one of them
- School representatives have yellow name tags and they are responsible for assigning jobs to school ushers

# SECURITY

- **To comply with our security measures, school reps and ushers need to sign in and wear a school name tag at all times. Teachers, Paras, extra seated chaperones, and carpool or van drivers also need to be wearing school ID while at the Washington Center for OJP**
- **Once the show starts: The building doors will be locked until dismissal**

# EMERGENCY

- **In case of an emergency: We defer to the House Manager's instructions. Stay Calm and have everyone remain in their seats until directed otherwise**
- **First aid kits: OJP sign-in table and in the restroom alcoves**
- **If medical problems: Notify House Manager Immediately and bring the person out into one of the lobby areas**
- **Fire: Notify House Manager Immediately**
- **Fire extinguishers are located in the restroom alcoves**

# Emergency

- If alarm goes off, the fire curtain comes down, a firewall separates the lobby, sprinklers may come on and any open doors will automatically close
- Dismissal from stage once its safe
- Everyone congrates at Sylvester Park diagonally across from the intersections of 5th & Washington St



# Emergency

- Earthquake: Everyone remains in the building, on the floor between seats or bent over to be below the level of the seat backs. Emergency lights in the theater but it will still be fairly dark. Everyone remains in building until instructions are given



# Restrooms & Water Fountains

- Restrooms: All are located on the south side of the building, straight back as you enter from the main lobby doors. There are no restrooms on the north side of the building but on the south side of the Loge and Mezzanine. An adult must accompany any student who needs to leave their seating area for any reason
- Water Fountains: Located in the restroom alcoves of the Loge and Mezzanine plus in the main lobby floor just past the concessions stand



# USHERS

- Ushers will need to stand throughout the show in accordance with fire codes and WCPA Policy. No one is allowed to sit on the stairs or in the aisles. Keep Sound Booth clear on the orchestra level at the back!
- Dress for the weather and wear closed toe, low-heeled shoes. WCPA Policy on shoes!
- Watch student behaviors and let the teacher know if there are any issues

# USHERS

- Additional Ushers: Should be stationed on the stairs or in the seating area
- As Schools are entering the theater: NO food, NO drinks, NO gum, NO hats!
- It is OK if a teacher has food or drinks for a student with a medical issue

# BUSES

- Bus Coordinators: will notify when buses have arrived in front of the WCPA, will determine what number will be used to identify each bus and at which door to unload each bus
- The number used to identify each bus will be used for dismissal
- Do not unload buses until instructed to do so!



# BUSES

- Ideally should have 2 ushers per bus: one to lead the students to their designated seating area and the other one to follow at the end of the busload
- If a classroom has been split and arrives on two buses, rejoin the groups outside before leading the class to the designated seating area



# Photos/Video

- OJP Policy and Copyright Restrictions: Does Not Allow Photography or Videography in the theater! This includes Cell Phone Cameras. The stage set is Copyright protected. NO taking pictures or videoing the PAGES on Stage. OJP Pages Supervisor has already taken their pictures!
- Cell Phones, Beepers and Smart-Watches all need to be silent during the show and no texting in the seating area during the show!



# SEATING

- Orchestra Level and Loge Level: Seating will start in the back rows and proceed forward. Seat from the center aisles
- Mezzanine Level: Seating will start in the front row, proceeding back and up
- Seating Manager or Usher Coordinator may find that some last minute seating changes are necessary. Stay flexible!



# SEATING

- Ribbons in the Mezzanine Level: Do Not move the ribbons, they are there to make sure school has the required numbers of seats
- “Pages”: Have seats saved with their school but will rejoin their classroom at the end of the show to return to school on the bus
- Teachers may rearrange students as needed after they are seated in their assigned area

# SEATING

- Heights: If a student appears to have a problem with heights, have an usher bring the student and buddy to the orchestra level to be reseated. Be sure the teacher knows, the usher will stay with the student until after the show and meet the class out in the lobby
- Vision or Hearing: Will be located in the orchestra level, close to the stage if needed
- Wheelchairs: Seating will be in the orchestra level only



# SEATING

- Flashlight: An usher with a flashlight needs to be assigned to each door. Keep doors from making noises when going in and out during the show
- School Representative: Need to get an accurate count of the numbers of seats occupied. Make sure to count any students/paras in the orchestra level if they are away from their school. Please do this before the lights are turned down and bring count to the table in the lobby just under the stairs

# DISMISSAL

- Dismissal: This will be done from the stage by school and bus number. Walkers will be dismissed in the same manner. The usher who brought a bus load to the seating area needs to be ready to lead the same group out
- After students are back on their buses, ushers need to return to the seating area to check for anything that may have been left behind and to clean up if needed



***THANK  
YOU***

**WE APPRECIATE YOU!**