

Theatre North Inc.

Version: 1.1

Approved by: Theatre North Inc. Management Committee

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Signed:

THREAT POLICY AND PROCEDURE

OBJECTIVE

To ensure the wellbeing and safety of every worker and every visitor to Theatre North premises to the extent that Theatre North is able to provide protection from personal injury, loss or damage. This policy statement, however, is made in the knowledge that it is impossible to control or prevent some threats from being effected by a malevolent perpetrator. On that basis, the objective is to provide Theatre North workers with a policy and procedure to implement if and when such occasions do arise.

SCOPE

This policy applies to all workers and any other person present on Theatre North premises.

DEFINITIONS

- Employee:** A paid staff member of Theatre North or a paid staff member of the City of Launceston supplied to Theatre North.
- Office:** Office includes the Box Office and administration offices and all parts of the Princess Theatre and Earl Arts Centre buildings.
- Theatre:** The Princess Theatre and/or Earl Arts Centre.
- Theatre North:** Theatre North Inc. trading as Theatre North at the Princess.
- Threat:** An event or situation requiring an immediate or emergency response that has the potential to cause injury, loss or damage to the Theatre or any visitor or worker.
- Visitor:** Visitor means any person who is present on Theatre North premises and who is not a worker.
- Worker:** Any Theatre North employee, contractor, hirer or volunteer.

POLICY

1. Threats

- 1.1. All threats to the theatre which may result in injury, loss or damage to the theatre or to any visitor to the theatre will be treated with the utmost urgency and must be immediately addressed by the first employee who becomes aware of the threat in the manner outlined in the procedure below.
- 1.2. Threat Caused by Worker
 - 1.2.1. Any threat of or actual causing of personal injury or loss or damage, whether by theft or other act or omission, by any worker towards another worker or visitor to the theatre or to the theatre itself will not be tolerated. It is grounds for Theatre North to ask the worker to leave the premises immediately, in addition to any other action that is available to Theatre North under the Disciplinary Policy. Theatre North will have the discretion to seek to prosecute that action to the fullest extent available.
- 1.3. Threats Caused by Visitor
 - 1.3.1. Any threat of or actual causing of personal injury or loss or damage, whether by theft or other act or omission, by any visitor toward a worker or another visitor to the theatre or to the theatre itself, will not be tolerated and the Threat Procedure is to be applied by employees.
- 1.4. Theatre North will maintain an Evacuation Procedure approved by the Tasmanian Fire Service. Theatre North will ensure that employees are appropriately trained in the implementation of the Evacuation Procedure.
- 1.5. No employee or worker is expected or required to put themselves in harm's way. Whilst workers should endeavour to render any and all assistance to another worker or visitor who is under threat in appropriate circumstances, no employee or worker is required to put their own health and safety in jeopardy, and no adverse view will be taken of any employee or worker who chooses not to intervene in a threatening situation.
- 1.6. No adverse view will be taken of any employee or worker who chooses not to intervene in an injury situation.
- 1.7. If the police or other emergency services become involved, any directions given by those emergency services must be strictly complied with. Such directions will override this Threat Policy or the Evacuation Procedure.

PROCEDURE

1. Procedure in the Case of Threat to a Person

- 1.1. Where a threat is received at the Box Office, Box Office employees should activate the panic button and should seek to obtain assistance as soon as practicable from the General Manager or Artistic Director. If the threat is of physical harm to a person or persons, then assistance should be sought from the police as soon as practicable. It is acknowledged that this may be difficult to achieve, depending on the circumstances.
- 1.2. No forceful, provocative or retaliatory action should be initiated by any worker. If the threat involves an armed hold up, it is acceptable for the worker to hand over any

money held by Theatre North. Subject to Policy paragraph 1.5 and Procedure paragraphs 1.1-1.3, every effort, skill and endeavour should be made to pacify a threat situation and defuse any potential threat or risk as quickly as possible.

- 1.3. Any letter or package that arrives at the office, which looks suspicious in any way should not be attempted to be opened by any worker and should be isolated as quickly as possible. The appropriate authority (usually the police) should then be contacted for directions about how to proceed. Any such directions must be followed strictly. Workers should be notified of the threat and should avoid the area in which the threat is confined or should evacuate the building, depending on the circumstances.
- 1.4. If a physical injury is sustained by any person in the office, appropriate medical attention should be obtained as quickly as possible. No worker should attempt to provide any medical treatment or diagnosis unless they are both qualified and willing to do so.
- 1.5. The Bodily Fluid Policy will apply to any situation where there is free exposed blood or other bodily fluids.

2. Procedure in the Case of Threat to Theatre

- 2.1. Any threat of or actual causing of loss or damage to the theatre or persons in the theatre must be dealt with in an appropriate way as follows:
 - 2.1.1. If the threat is a bomb threat, a current fire or some other major damage to the building or any other major general threat to persons in the theatre and/or the building, the Chief Fire Warden and/or the Deputy Chief Warden must be notified immediately and the Evacuation Procedure must be activated and the alarm will be activated.
 - 2.1.2. If the threat is a bomb threat or some other major general threat to persons in the theatre and/or the building, the Chief Fire Warden or Deputy Chief Warden must notify the police and then the General Manager or Artistic Director.
 - 2.1.3. If the threat relates to a threat by a person to start a fire or to cause some other major damage to the theatre or persons, the worker who first becomes aware of the threat must firstly notify the Chief Fire Warden or Deputy Fire Warden immediately and if it is not possible to do so, must notify the police.

RELATED POLICIES & PROCEDURES

Disciplinary Policy
Evacuation Procedure
Bodily Fluids Policy

REFERENCES

NIL

REVIEW

This policy and procedure will be reviewed no more than five years after the date of approval or more frequently if dictated by operational demands or legislative changes.

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