2026-2027 INFORMATION PACKAGE

REGIS PHILBIN STUDIO THEATRE

DeBartolo Performing Arts Center
UNIVERSITY OF NOTRE DAME
100 Performing Arts Center
Notre Dame, IN 46566-4600

Main Desk: 574-631-2995
http://performingarts.nd.edu/



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1. STAFF DIRECTORY

Executive

Ted Barron
Executive Director
Office: (574) 631-2725
Email: ebarron2@nd.edu



Technical Services

Sarah Schreiber Prince
Director of Technical Services
(coordinator)
Office: (574) 631-2838
Mobile: (574) 532-3804
Email: sprince2@nd.edu



Brian Nulle
Production Manager
(rigging and scenery)
Office: (574) 631-2837
Mobile: (360) 820-4070
Email: bnulle@nd.edu



Josh Ingle
Audio Visual Systems Engineer
(AV, backline)
Office: (574) 631-2728
Mobile: (574) 250-2300
Email: jingle@nd.edu



Laurel Ladzinski
Lead Performing Arts
Technician (lights)
Office: (574) 631-2332
Mobile: (970) 980-4100
Email: lladzins@nd.edu



Full Staff Directory
https://performingarts.nd.edu/staff/

Event Requests
https://performingarts.nd.edu/eventrequests
Email: dpac-events@nd.edu

Programming

Sean Martin
Senior Associate Director
(programming & residencies)
Office: (574) 631-1844
Mobile: (563) 940-3891
Email: smartin2@nd.edu



Daniel Burgun
Associate Director of Events &
Guest Services (artist hospitality and FOH)
Office: 574-631-0339
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Email: dburgun@nd.edu



Sara Skiles
Associate Director of Finance
(payment, travel and accommodations)
Office (574) 631-5956
Mobile: (574) 904-3256
Email: sskiles@nd.edu



Ticket Office and Marketing

Leigh Hayden
Director of Marketing & Communications
(publicity and program info)
Office: (574) 631-2726
Email: lhayden1@nd.edu



Molly De Wald
Digital Marketing & Web Program Manager
(social media)
Mobile: (313) 485-7586
Email: mdewald2@nd.edu



Kirk Richard Smith
Creative Director (photography)
Office: (574) 631-2797
Email: ksmith35@nd.edu



Christopher Schenkel
Ticket Office Manager
(merchandise and complimentary tickets)
Office: (574) 631-1586
Email: cschenk2@nd.edu



2. GENERAL INFORMATION

OVERVIEW

The DeBartolo Performing Arts Center located on the south end of the University of Notre Dame campus opened in 2004. It has 5 performance venues, including the 900 seat Leighton Concert Hall, the 350 seat Decio Mainstage Theatre, the 200 Seat Browning Cinema, the 100 seat Philbin Studio Theatre and the 80 seat Reyes Organ and Choral Hall. All of the venues are active and share a common lobby.

The Philbin Studio Theatre is a flexible black (actually purplish) box theatre featuring resilient floor, a structural catwalk system that provides endless lighting and rigging locations, a black curtain on a track that mask the 16' loading doors leading toward the scene shop and a seating and staging system that can be setup in numerous configurations. The acoustics in this venue are optimized to support spoken word performances. This venue shares a suite of dressing and support spaces. Read on for more specific information

AREA HOTELS

Hilton Garden Inn
(574) 232-7700
53995 Indiana State Route 933, South Bend, Indiana 46637
The Hilton Garden Inn South Bend is on the northeast edge of Saint Mary's College, which is adjacent to the University of Notre Dame. Conveniently off Indiana Interstate 80-90, Exit 77. If requested, the Hilton front desk will call for taxis; allow 30 minutes' notice prior to departure time. The venue is approximately 5 minutes from the Hilton Garden Inn hotel.
The Hilton has a fitness room and indoor pool with a hot tub. The Hilton restaurant / bar is open until 10 PM each night.

The Morris Inn
(574) 631-2000
(800) 280-7256
1399 N Notre Dame Avenue, Notre Dame, IN 46556
The Morris Inn is an updated full-service hotel located on the campus of the University of Notre Dame. Traditional decor combined with a luxurious bedding package and state of the art technology will ensure a comfortable and productive stay.

The Inn at Saint Mary's
(574) 232-4000
53993 Indiana State Route 933, South Bend Indiana 46637
Right next door to the Hilton Garden Inn, see above. Complimentary shuttle service, dining options for breakfast, lunch and dinner.

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Fairfield Inn & Suites
(574) 234-5510
1220 East Angela Boulevard, South Bend, Indiana 46617
Fairfield Inn & Suites South Bend at Notre Dame located across the street from the campus. The clean and modern rooms include free high-speed Internet, pillow-top mattresses and flat screen TVs. Fairfield Inn & Suites also offers complimentary breakfast and on-site parking, an indoor pool and whirlpool and 24-hour fitness center.

Embassy Suites
(574) 400-2600
1140 E. Angela Blvd, South Bend, Indiana 46617
Studio suites offer free WiFi, a large HDTV, microwave and mini-fridge provide the comforts of home. Two-room suites offer a private bedroom and a living area with sofa bed. Free made-to-order breakfast, 24-hour fitness center with all the latest equipment and an indoor pool. Don't miss the 6th floor rooftop deck, a relaxing area to enjoy sweeping views of the Notre Dame campus

CAR / TAXI SERVICES

For cab service, we can suggest the following companies.

Yellow Cab	(574) 233-9333
Express Cab	(574) 233-6000
Uber	uber.com

For car service, let us know, we may be able to make arrangements for you with Notre Dame Transportation or, we recommend the following private company:
Limo 2000, Inc.
(574) 272-5466
Contact: Kevin Klingel
Limo 2000 Inc.



RESTAURANTS

http://www.eddycommons.com/directory/
Please Note: Restaurants come and go, so please check this link for the latest offerings.

Barrio Tacos + Tequilla + Whiskey (574) 314-4620

Brothers Bar & Grill (574) 287-2767
Patio seating, burgers and bar food and a wide selection of beers on tap. Open till 2am.

Bru Burger Bar (574) 990-9110
Burgers, fries, shakes, salads, appetizers. and local beers and spirits.

Cafe J (574) 631-2018
Coffee Shop in the Morris Inn, on campus.

Chipotle Mexican Grill (574) 251-0175
Burritos, tacos, and burrito bowls and salads.

Daves Hot Chicken (574) 381-4030
Chicken sandwiches and sliders. Open till 1 am Sun - Thur and 2:30 am Fri & Sat.

Five Guys Burgers & Fries (574) 234-1800
Burgers—juicy, greasy and delicious, fries and shakes.

Jimmy John's (574) 277-8500
Freaky Fast, all natural sandwiches, delivery.

Jinya Ramen Bar (574) 807-9810
Japanese ramen, small plates, and signature cocktails.

KrakBoba (574) 404-2843
Milk teas, smoothies, fruit teas, coffee and specialties.

Murphy's Ice Cream
Classic ice cream shop, across Angela from the DeBartolo Performing Arts Center.

Noodles & Company (574) 208-1551
Located at Eddy Street Commons, Noodles specializes in great tasting pasta, salads and hearty soup.

O'Rourke's Public House (574) 251-0355
Traditional Irish pub, across Angela from the DeBartolo Performing Arts Center.

Purely Pressed (574)400-069**3**
Cold Pressed Juice Bar and Health Cafe . They use 100% Organic ingredients.

Rohr's (574) 631-2018
A casual, classic steakhouse with a twist highlighting colorful vegetables, fresh fish, and of course, signature steaks. Restaurant open until 10pm, bar open until 11 pm., in the Morris Inn, on campus

Starbucks Coffee (574) 287-6954
Inside the Hammes Notre Dame Bookstore. Pick up some Notre Dame spirit wear while you sip your latte.

TOUS les JOURS (574) 381-4915
French Asian inpired bakery with specialty coffee drinks, handcrafted smoothies and teas.

7 Eleven (574) 234-2571 Located at Eddy Street Commons. Slurpees and stuff.

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LOCAL CONTACTS

PHONE NUMBERS FOR ALL EMERGENCIES ON CAMPUS
DIAL 911 from campus phones
DIAL (574) 631-5555 from mobile phones

- St. Joseph County Police .....(574) 235-9611
- South Bend Police .....(574) 235-9201
- Mishawaka Police .....(574) 258-1678
- Indiana State Police .....(574) 546-4900
- St. Joseph County Prosecuting Attorney .....574) 235-9544
- Notre Dame Fire Department .....(574) 631-6200
- Notre Dame Police Department .....(574) 631-5555
- ND News.....(574) 631-7367
- ND Risk Management and Safety .....574) 631-5037
- ND Utilities and Maintenance .....(574) 631-6594
- ND Facilities Design and Operations .....(574) 631-4200
- ND Human Resources .....(574) 631-5900
- ND Parking & Traffic Services .....(574) 631-5555
- ND Office of Information Technologies .....(574) 631-5603
- ND Online Directory ..... https://search.nd.edu
- Notre Dame Switchboard.....(574) 631-5000
- Lowe's 4660 North Grape Road, Mishawaka .....(574) 272-0900
- Martin's Supermarket 2081 South Bend Ave, South Bend .....(574) 272-6922
- CVS Pharmacy 2051 South Bend Ave, South Bend .....(575) 273-0080
- Trader Joe's 1140 Howard St, South Bend.....(574) 472-8744

Hospitals

Memorial Hospital of South Bend
615 North Michigan Street
South Bend, IN 46601
(4 minutes away)
(574) 647-1000

St. Joseph Regional Medical Center
5215 Holy Cross Parkway
Mishawaka, IN 46545
(9 minutes away)
(574) 335-1110

Urgent Care Clinic

The South Bend Clinic: Immediate Care Center
211 North Eddy Street
South Bend, IN 46617 (574) 246-8816
(4 minutes away)
Hours:
Monday – Friday: 8 am - 8 pm
Saturday –Sunday: 9 am - 5 pm

Dental Clinic

The Dental Center of South Bend
1005 East LaSalle Avenue
South Bend, IN 46617
(574) 367-7000

Chiropractic Clinic

Active Health & Wellness Center
3027 Mishawaka Ave
South Bend, IN 46615
(10 minutes away)
(574) 307-6296

Hofferth Chiropractic Center
826 West Edison Road
Mishawaka, IN 46545
(6 minutes away)
(574) 256-1008

Physical Therapists / Massage

McDonald's Physical Therapy
1005 N. Hickory Road
South Bend, IN 46615
(8 minutes away)
(574) 233-5754

Therapeutic Indulgence
904 E. Jefferson Blvd
South Bend, IN 46617
(6 minutes away)
(574) 520-1664

Laundry

There is a single washer / dryer in the performing arts center, make arrangements for access if needed.

St. Michael's Laundry
100 St. Michael's Laundry
Notre Dame, IN 46556
Phone: (574) 631-7422
Hours: M-F 7AM – 6 PM

Zikers Cleaners
207 Dixie Way South
South Bend, IN 46637
Phone: (574) 272-8093
Hours: M-F 7 AM – 7 PM
Sat 8 AM – 4 PM

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AUDIENCE PARKING

Please Note: Campus construction regularly changes parking availability, see DPAC website for up to date audience parking information. University events may occasionally restrict parking—attendants will direct you to the nearest available lot.

ARTIST PARKING

See Talent Parking, in Management section for artist parking, page 18.

INTERACTIVE CAMPUS MAP

On this University of Notre Dame campus map: type DeBartolo Performing Arts Center in the Keyword box. In Overlays, click Visitor Parking to see the closest lots to DPAC.

Parking on campus without displaying a proper permit/decal is prohibited. This includes all students, faculty and staff lots. Exceptions to this rule include visitor parking in the Bookstore Lot, the Legends Lot and the Walsh Architecture Visitor Lot.

DPAC PARKING MAP

The below map shows audience parking in relation to DPAC.



A = Gated Stayer Lot, free when gates go up at 4:45 pm and on weekends'

B = Walsh Architecture Visitor's Lot, pay via ParkMobile App between 6 am and 5 pm, free parking after 5 pm and on weekends

C = Parking Garage, first 2 hours free. Ticket Office will validate parking ticket during DPAC events

B LOTS

During the academic year, gated parking lots northeast and northwest of the center labeled with the lot name and “B Valid Permit Required M-F, 6am-4pm” are open and free weekdays after 5 pm and on weekends, unless noted otherwise.





C & D LOTS

These ungated lots are for students with valid parking permits.

BOOKSTORE LOT

A short walk across Notre Dame Avenue, at the Hammes Bookstore, there is a free lot with a strictly enforced 1 hour limit, which is free weekends and after 5PM.

TICKET PICK UP

A 10-minute parking zone is available on Holy Cross Drive for ticket pick up. During inclement weather you are welcome to drop off guests in this area and proceed to parking.





ACCESSIBLE PARKING

Designated parking spaces for vehicles with valid state disability parking permits are available in the DeBartolo Lot on the north east corner of DPAC. The lot is notesd “Accessible Parking Only” . Parking spaces are available on a first-come basis. There are also accessible spaces in lots just north of the Center, in the Stayer Lot.

VISITOR PARKING

These lots are for campus visitors during business hours. The closest visitor lot is the Walsh Architecture Visitor Lot, east of DPAC. These pay lots use ParkMobile, offering multiple ways to pay for parking: app, web, text, Google Pay.

Parking is enforced Monday - Friday 6 AM - 4 PM. For more information on how to use ParkMobile, and to familiarize yourself prior to your visit, please visit the University’s main Guest & Visitor Parking page.



BUS / TRUCK PARKING

All artists’ buses and trucks must remotely after unloading. Large vehicle parking is typically available in the Innovation Park lot, less than a mile east of the center at Angela and Leahy Drive. Make arrangements for this remote parking in the advance process.

EDDY STREET COMMONS

The off-campus Eddy Street Commons Parking Garage, south of the center, offers the first 2 hours free. DPAC Ticket Office can validate parking tickets, with valid ticket purchase.

LEGENDS LOT

Only available to patrons of Legends Restaurant and Pub, with code given out with receipt of purchase.



FOOTBALL WEEKENDS

The University of Notre Dame campus experiences significant increased traffic during home football game weekends. If you are planning to attend a DPAC event during these weekends, we suggest allowing extra time to arrive and find parking.

DIRECTIONS

Directions to Debartolo Performing Arts Center via - Google Maps

From the South

The DeBartolo Performing Arts Center is at the corner of East Angela Boulevard and Notre Dame Avenue. Take U.S. 31 north, which becomes Indiana 933 just south of the city of South Bend. Stay on Indiana 933 through downtown South Bend to Angela Boulevard. Turn right at Angela, and then turn left at the first stoplight onto Notre Dame Avenue.

From the North

The DeBartolo Performing Arts Center is located just south of the Indiana Toll Road (Interstate 80/90). Exit I-80/90 at Exit 77 and turn right onto Indiana 933. Make a left at Angela Boulevard. Turn left at the first stoplight onto Notre Dame Avenue.

TIME ZONE

The University of Notre Dame is on Eastern Standard Time.

Please Note: South Bend is on Eastern Standard Time, Chicago and parts of Indiana are on Central Time.

3. MANAGEMENT

ADA ACCESS

DeBartolo Performing Arts Center is entirely accessible front and back of house per the Americans with Disabilities Act 1991 Standards, with many updates to the 2010 ADA Standards.
The Philbin Studio Theatre has entirely flexible seating and risers. Each setup must be entirely accessible per the Americans with Disabilities Act 2010 Standards. We can help assure that you have the appropriate number of wheelchair accessible seating locations (4) and companion seats (3 per wheelchair) in your seating layout.
performingarts.nd.edu/hospitality/accessibility.aspx

COPY, FAX, PRINT

If these services are needed, we will help you with access to the staff copy room.

CREWS

We have a small but mighty house crew augmented by a well-trained and eager student crew. When necessary, we can add local over-hire technicians and occasionally contract with IATSE Local 187, via their Business Agent at local187ba@gmail.com or ((574) 292-1871). When the local union is contracted, all arrangements have to be run though the university's General Counsel, so extra time is required.

GREEN ROOM / KITCHENETTE

Comfortable 350 square foot green room adjacent to stage with a 60" Smart TV with a venue feed. . The Decio Mainstage Theatre has priority over this space, so inquire about availability.



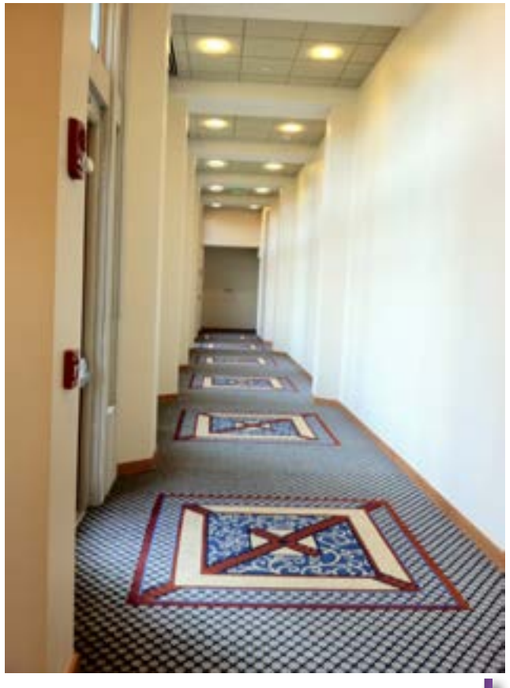
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Adjacent to the green room is a with sink, full size refrigerator and microwave.

HALL / SMITH PROMENADE

This space is often used for tour catered meals; it is adjacent to the green room and stage left.



INTERNET

The campus is equipped with high speed wireless Internet, which you are welcome to use while you are here. The “ND-guest” wireless service is offered for casual personal use on an “as is” basis with no guarantee of availability and no warranty of any kind. If you choose to use it, simply select the ND-guest wireless network for you computers, smart-phones, or any other WiFi enabled device.
Wired connections require advance notice to access a port and secure log in credentials.

LOAD IN AREA

Adjacencies

The photos below were taken approximately 50’ from the loading dock, the left photo shows the hall from the dock to the backstage crossover whallway serving the Philbin.

The photo on the right shows the crossover hallway between the Philbin and the Scene Shop.

The smallest pinch point from loading dock to venue is the double door leading to this hallway and is 7’-11” tall x 5’-3” wide.

If necessary and with advance notice it may be possible to load in through the scene shop and use the (2) sets of 16’ tall by 9’ wide doors for loading extra-large pieces.



Loading Dock

Truck dock, height 4’ with loading dock leveler, off Eddy Street / St. Andre Way, close to Holy Cross Drive. See parking map.

Clear door dimensions 9’ wide x 8’-11” tall

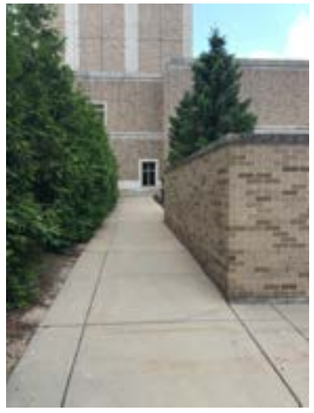
The south loading dock bay serves the Regis Philbin Studio Theatre and the Decio Mainstage.

The north bay serves the theatre department’s scene shop and is typically not available for touring trucks.



Ramp

If unloading at street level, it is possible bypass the truck dock and roll cases up sidewalk to backstage hallway.





Loading Door

The 16’ Loading Door goes to the backstage crossover hallway and then to another 16’ loading door into the scene shop

PARKING - TALENT

Talent Parking



There are three (3) Reserved Talent 24/7 parking spaces in the restricted "DeBartolo Lot" at the east dock. Make arrangements to use them in advance, include the number and type of vehicles requiring parking.

Please note, that these Talent spots are the only parking adjacent to Notre Dame's public playground and despite their signage often get used by playground parents. In order to discourage that use, we often use parking cones to designate that they are reserved for our guests/you.

Each approved vehicle must display a placard in the dashboard window when parking in the Talent spaces. Parking placards must be returned at end of engagement.

If you need more than three spaces, remote parking arrangements will be made.

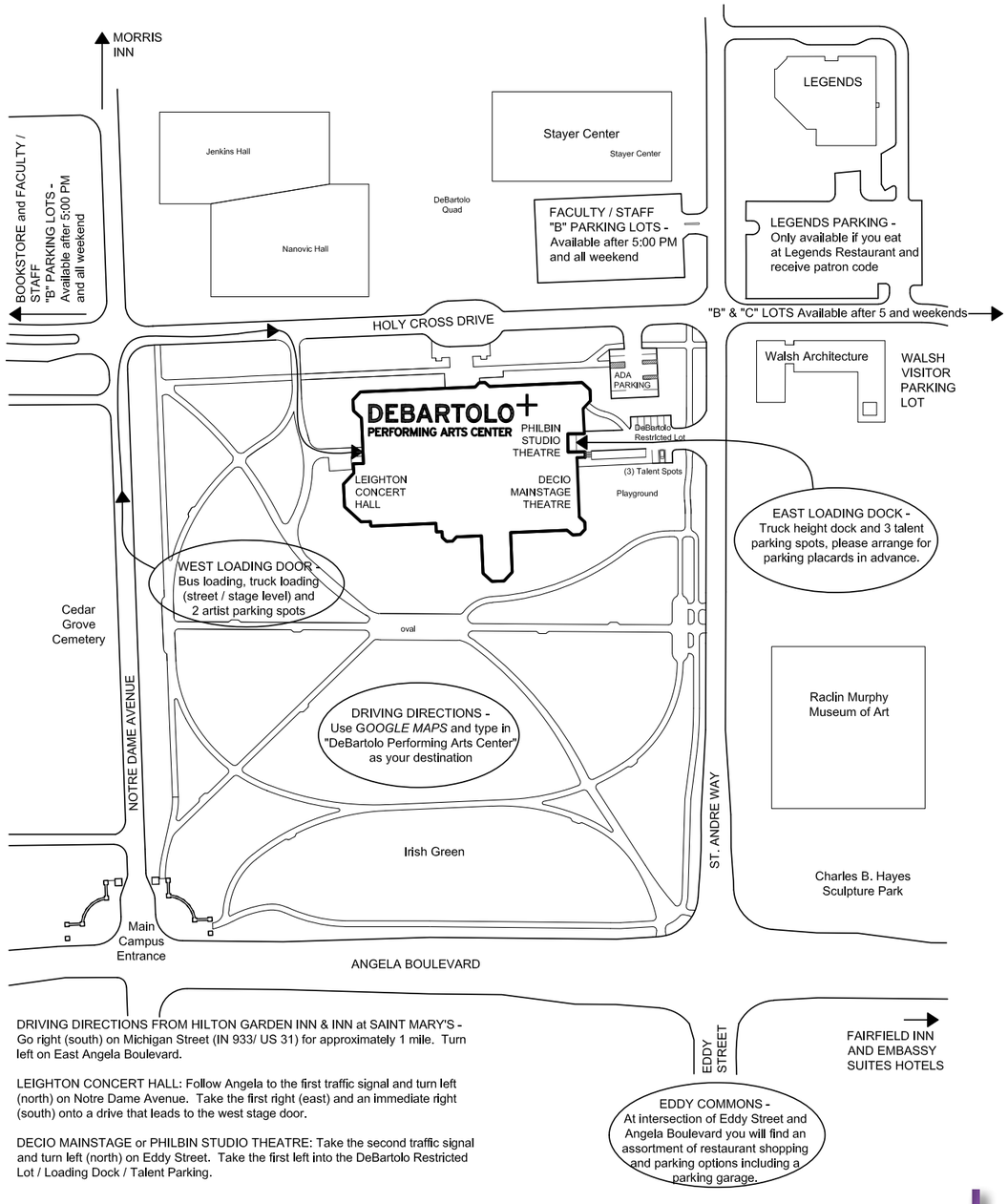
It is possible for busses and coaches to unload at the east dock; discuss arrangements in the advance process. Remote parking for busses and trucks will be arranged in the advance process.





DEBARTOLO +
PERFORMING ARTS CENTER

Talent Parking Map



DRIVING DIRECTIONS FROM HILTON GARDEN INN & INN at SAINT MARY'S - Go right (south) on Michigan Street (IN 933/ US 31) for approximately 1 mile. Turn left on East Angela Boulevard.

LEIGHTON CONCERT HALL: Follow Angela to the first traffic signal and turn left (north) on Notre Dame Avenue. Take the first right (east) and an immediate right (south) onto a drive that leads to the west stage door.

DECIO MAINSTAGE or PHILBIN STUDIO THEATRE: Take the second traffic signal and turn left (north) on Eddy Street. Take the first left into the DeBartolo Restricted Lot / Loading Dock / Talent Parking.

POLICIES

Firearms and Weapon Props

Building management shall be notified of the use of any prop weapons prior to load-in. This advance notice is needed to allow sufficient time to obtain the required approvals and to agree upon a safety plan for the specific performance and weapon. Failure to provide timely notice may result in the denial of weapon use.

All weapons must be assigned to the care of stage management, and it will be their responsibility to insure their security. Weapons will never be left unattended, even on a prop table. Actors will receive weapons just prior to using the weapon and return it to the person in charge immediately after use. Weapons must remain locked up when not in use onstage or in rehearsal. Building management can help identify appropriate locations to secure the weapon when not in use.

Fire Extinguishers

Two working fire extinguishers must be visible in the venue at all times. As the room configuration changes for individual productions, the fire extinguishers must also move so they remain visible and accessible. The hooks on both sides of both lobby entrances which usually suffice.

Flying of Performers

DPAC production manager must be notified and approval granted in advance of load-in that a flying effect is part of the performance. Flying effects must be designed, rigged and operated by persons trained and experiencedin the flying of performers.

Food and Catering

The center prefers the exclusive use of Campus Dining for all food prepared and served for public consumption in this facility. If desired, there is a list of approved outside caterers, please discuss in advance of making arrangements. Event sponsors are responsible for cleanup of food service areas, as well as proper disposal of all waste.

Late Seating

We typically hold some seats towards the back of the house to accommodate late patrons that do not have aisle seats. We generally seat between songs/scenes unless instructed otherwise. Please provide any further details about your preference for late seating (between songs, pieces, scenes, etc.).

Open Flame

Notify production manager prior to load in of the use of any flame or smoking prop prior to load-in. Failure to provide timely notice may result in the denial of flame use. The Notre Dame Fire Department and Department of Risk Management and Safety are the final authority on the use of open flame on stage.

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Smoking

Smoking is prohibited in all buildings and within 25 feet of all buildings. When smoking outside, cigarettes should be extinguished in proper receptacles. Avoid disposing of cigarettes on the ground.

Start of Show Communication

Visiting stage managers will be designated a Technical Services staff member who will manage the communications with house management. The tech staff member will include you as desired in this process.

40 minutes before curtain:
House management will ask permission for ushers to enter the venue.

30 minutes before curtain:
House management will open the venue unless you have communicated that you need additional time.

Once the house is open:
House management will announce via radio 15, 5 and 2 minute calls. These calls reflect the actual length of time that house management estimates it will take to have the lobby doors closed. If you anticipate the need to hold the performance, notify the tech staff and they will pass your message on to house management, so they can continue seating. Likewise, house management will stay in touch if they anticipate needing extra time.

At curtain:
House Management will let the technician on radio know the house is closed and that the performance is yours to begin. It is important to not start the perfomance until you have received this communication. Most shows begin with a pre-recorded anouncement and a live introduction with house lights at half.

Temperature Set Points

University policy states air temperatures will be set between 70° - 75° year round, temperatures within this range are considered “normal” and “policy abiding” and will not be adjusted. The hall’s normal set point is typically 73°. Arrangements to adjust airflow must be made in advance.

Temporary Signage / Tape

Temporary postings may not use tape, adhesives, push-pins, or nails on surfaces. Items must be posted in cases, on existing bulletin boards or in “lollipop” stanchions. “Sticky Tack” is an acceptable adhesive for approved exceptions; please see Facility Manager for a list of acceptable adhesive products. Only Gaffer’s, spike and glow tapes are allowed on stage floor.

There are magnetic “Performance in Progress” signs in the backstage hallway, that can be used to assure no one accidentally enters during a performance.

REHEARSAL SPACE

The performing arts center has other venues and rehearsal areas, yet is heavily booked. Please let us know if you anticipate needing separate rehearsal space and we will see what we can do.

STAGE MANAGER

The stage manager is typically located in the center of the control booth at the catwalk level with lighting and sound operators. The position has a stage monitor that helps the stage manager see the entire stage. Assistant stage managers can also be located backstage with wired production intercom. Please indicate your preferred location, so we can set up the equipment where it is needed..



TECH TABLE

A temporary tech table can be set up in the house with lighting control, production intercom, and audio control. Please let us know if you intend to use the tech table or not and what equipment you would like to have there.

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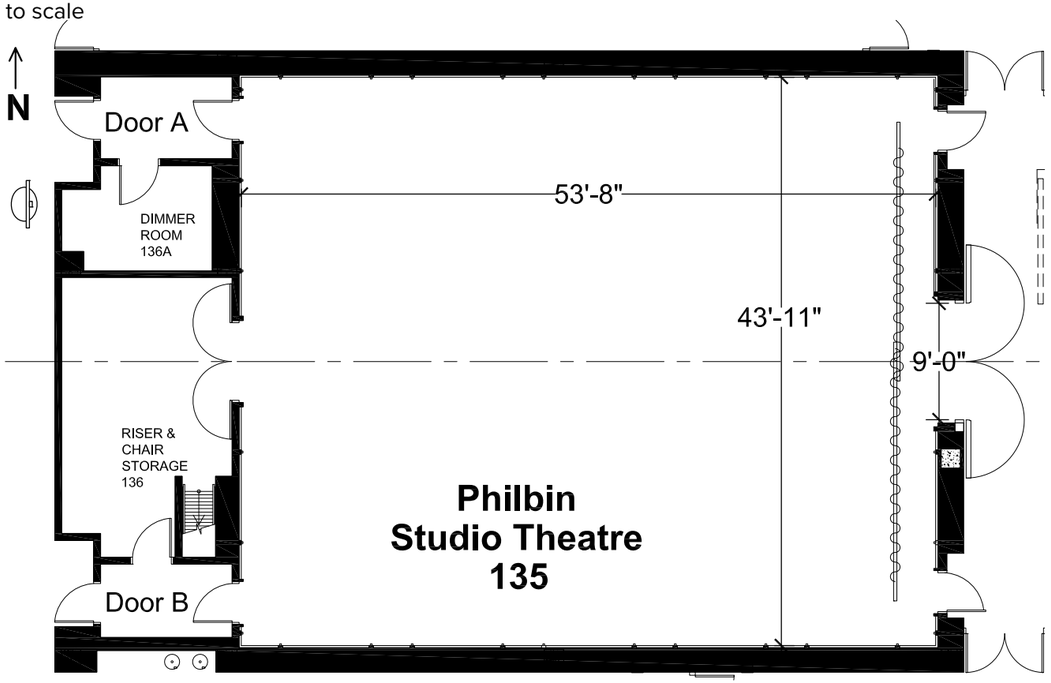
Both backstage doors have a callboard and stage video monitor



4. CARPENTRY

Main Floor Plan

Not to scale



CURTAIN

The East wall has a permanently installed manually operated split black traveler
(2) 25' wide x 16.5' tall panels
Color Black, Fullness 150%
Other curtains may be available. upon request

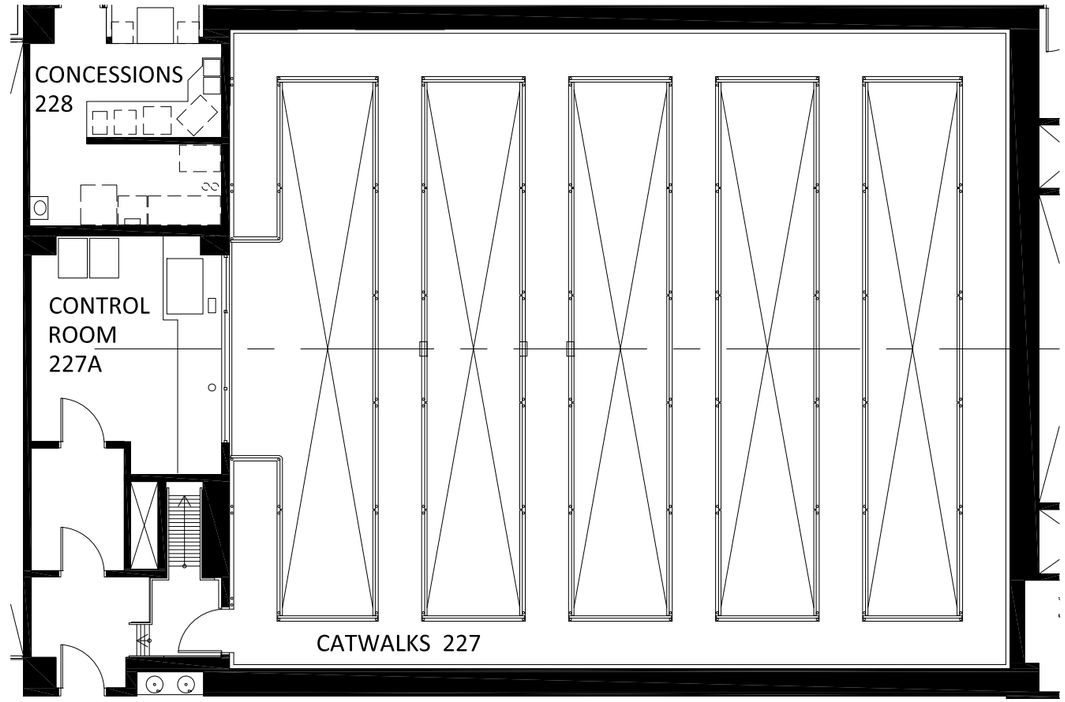
DIMENSIONS

Stage Area	*Elevation*
2333 Square feet	Floor to underside of catwalk: 18'-0"
East - West dimension: 53'5"	Floor to underside of roof deck: 26'-8"
North - South dimension: 43'-8"	Floor to lighting pipe on catwalks: 19'-10"

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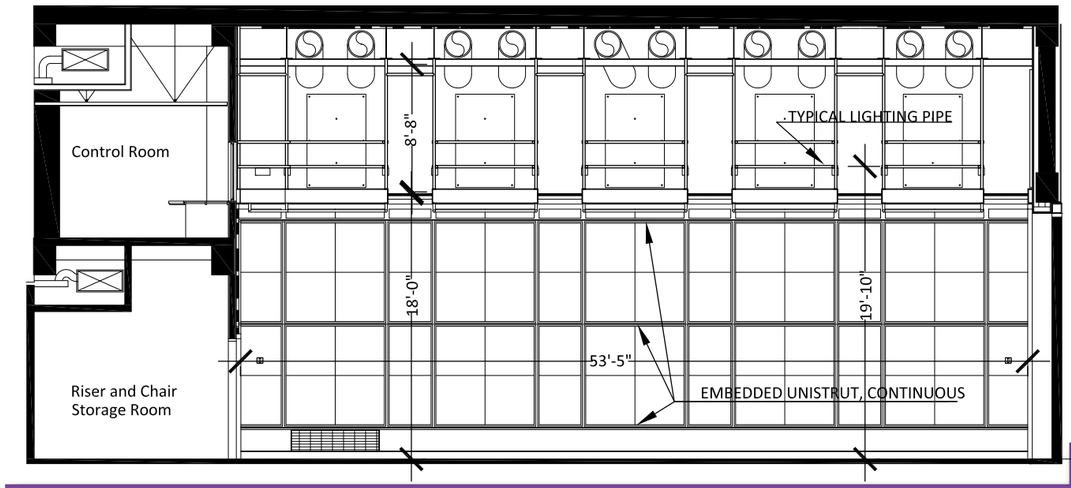
Catwalk Level Plan

Not to scale



Long Section

Not to scale



Exit Signage

All four (4) venue doors have lit EXIT signage above them, for every performance it is required that two (2) of the four (4) exits must be clear to facilitate safe egress in an emergency.

Risers

The center owns (3) portable Staging Concepts riser systems, which may be mix and matched, pending availability across other venues. One set is designated for seating and staging in the Philbin Studio Theatre, the other 2 systems may be available, inquire if interested.

A designated DPAC Technical Services staff member must lead all riser calls (setup/strike), in order to assure our safe practices. The risers are heavy and have sharp edges, so safety is of utmost importance during setup and strike calls.
Required PPE - Gloves during setup/strike of risers.

Philbin riser parts are stored in the closet in the west end of the Philbin, be careful during setup to have a plan to return the carts back into the closet, after they are emptied, as most typical setups block the closet door.

See the following pages for diagrams of typical riser configurations in the Philbin, or create your own.



Riser Inventories

Studio Theatre Seating and Staging Risers

(40) 3’-2” x 6’-4” platforms with acoustic baffling and black skid proof surface

Legs: (40) 7”, (88) 14”, (40) 21”, (20) 28”, (20) 35”, (20) 42”, (20) 49”

Accessories: 7” steps, guardrails, closure panels, guardrail clamps, legs clamps, and cross bracing.

Choral Risers

(9) 3’x8’ platforms with acoustic baffling, unpainted brown Masonite tops

(12) Wedge shaped panels

Legs: (28) 8”, (28) 16”, (28) 24”

Comfortably holds 70 singers, including a front row on the floor

Orchestra Risers

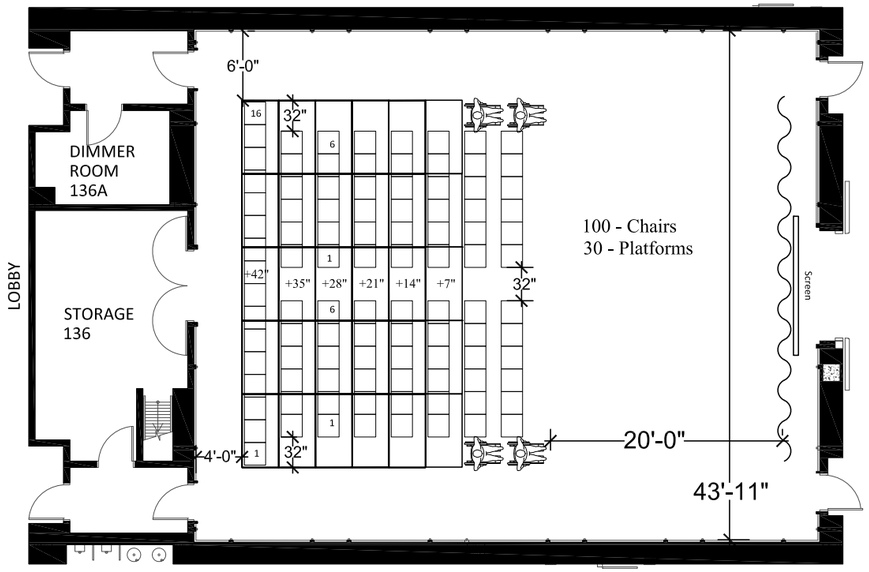
(12) 4’x8’ platforms with acoustic baffling, unpainted brown Masonite tops

Legs: (12) 6”, (12) 12”, (12) 18”, (12) 24”

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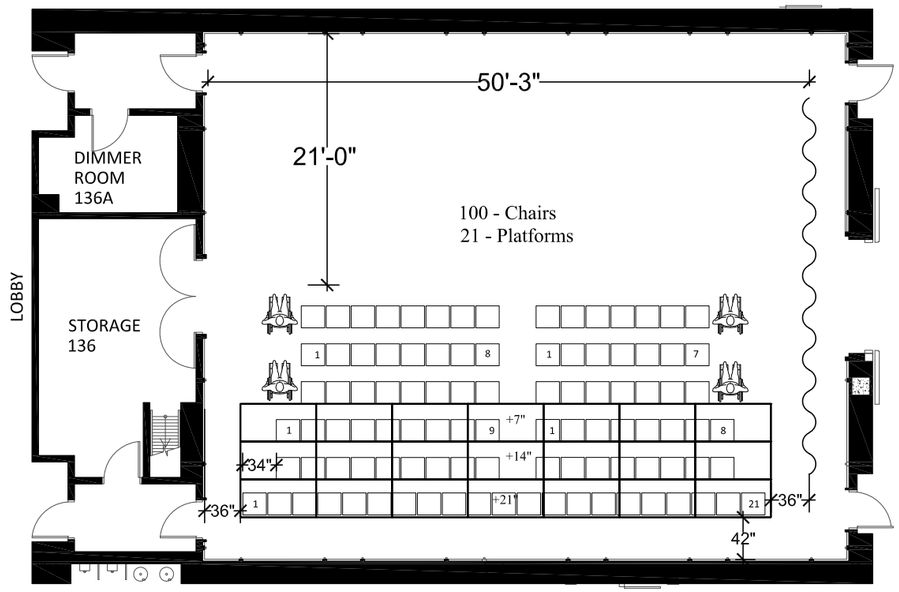
Riser Diagram - 5 x 6 End Stage East

Not to scale



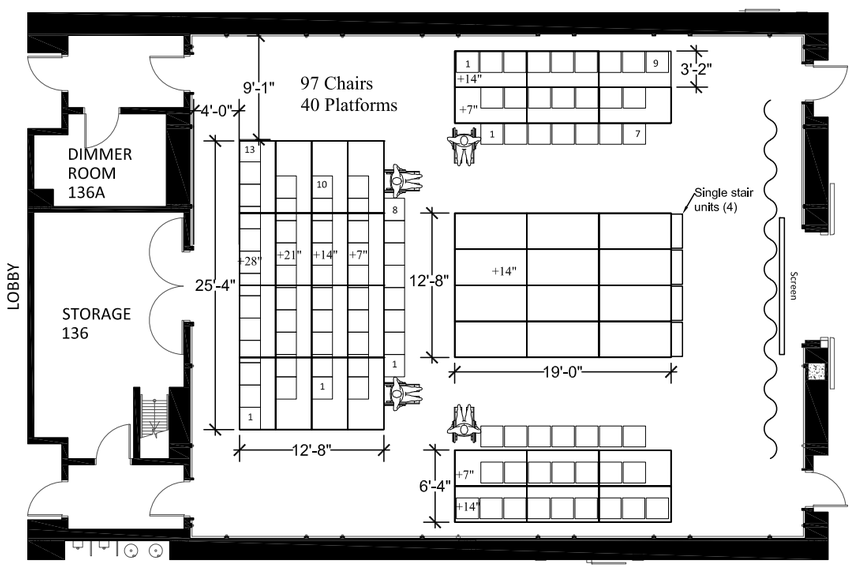
Riser Diagram - 3 x 7 End Stage North

Not to scale



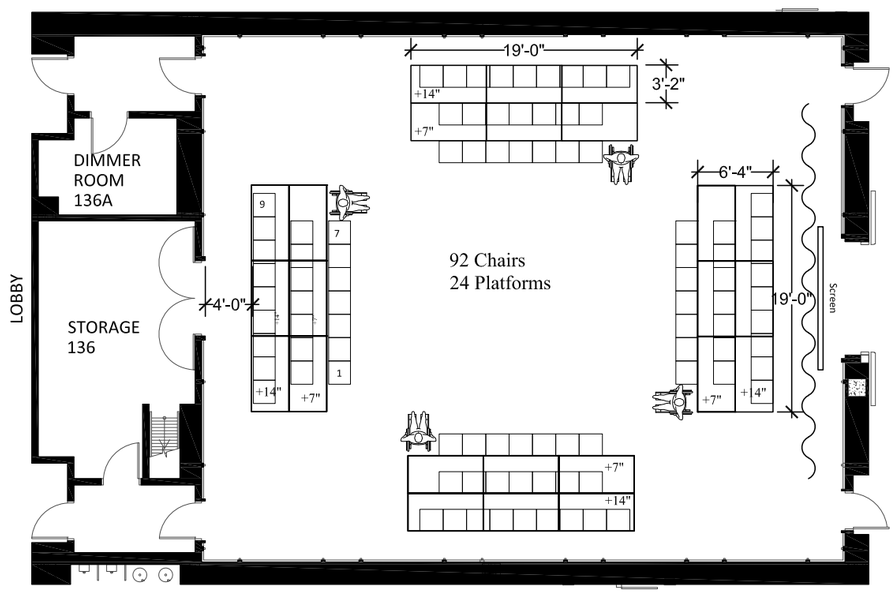
Riser Diagram - Thrust

Not to scale



Riser Diagram - Arena

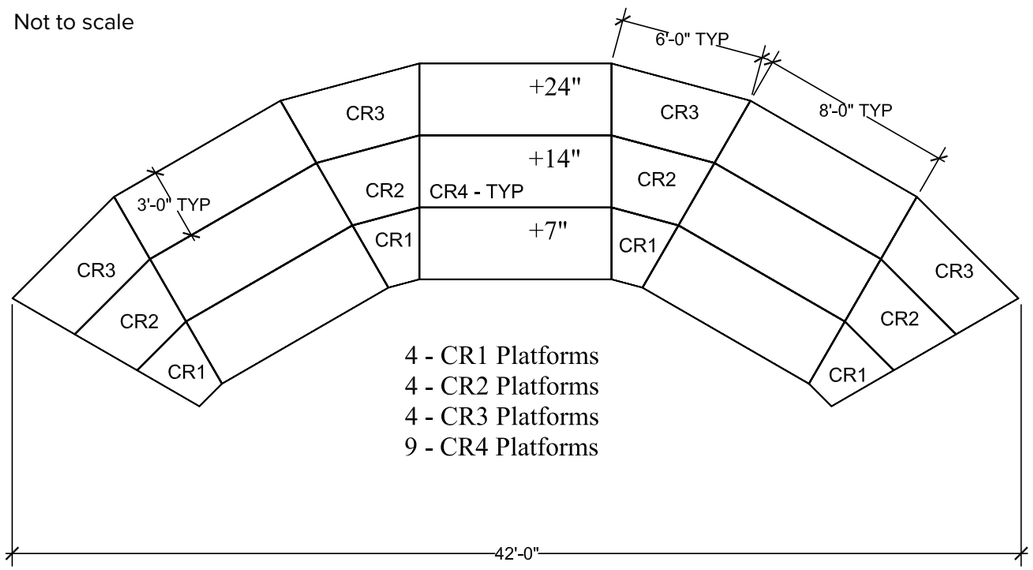
Not to scale



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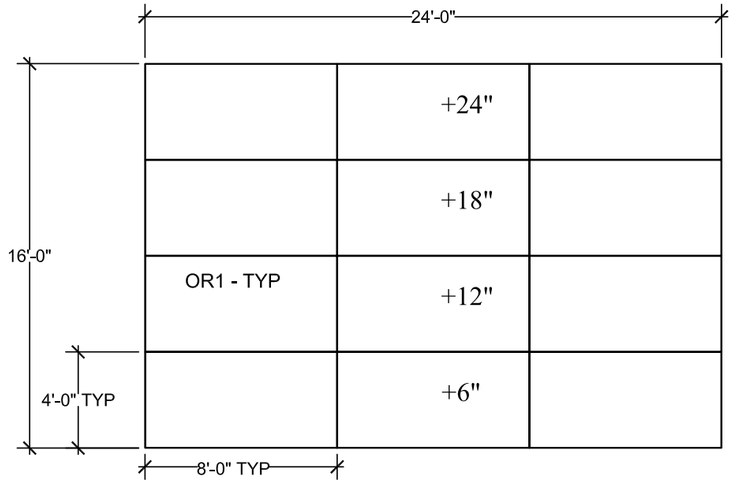
Portable Riser Configuration - Choral

Not to scale



Portable Riser Configuration - Orchestra

Not to scale



12 - OR1 Platforms

Seating

The Philbin Studio Theatre has 100 matching audience chairs, Model K by Series Seating, 15 of which are armless.

ADA Requirements

Chairs may be set up in any arrangement, so long as four (4) wheelchair-accessible spaces with three (3) adjacent companions each are available, for every 51-150 seats.

House practice is to leave (30) chairs in the room, against the north and south walls, between shows. The remaining chairs are stored on stacking carts in the closet on the west end of the Philbin.







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STAGE FLOOR

Resilient (sprung) floor covered in black painted Masonite.

SUPPORT AREAS

Dressing Rooms

Seven dressing rooms, shared with the Decio Mainstage Theatre are located in the lower level, accessible via loading elevator at dock or staircase.

Green Room

The green room that primarily serves the Decio Mainstage Theatre, may or may not be available for use on Philbin shows. It has an attached kitchenette is located at stage level, on the southeast corner of the building a short distance from the Philbin.

Shop Area

The resident theatre department has a fully stocked scene shop, directly across from the 16’ loading door. Access to it is not allowed, as it is a working shop and often in the midst of production. Contractors to the University of ND are prohibited from using shop equipment.

A Compressed air outlet is available on the east wall of the Philbin for pneumatic tools (100 PSI max).



Smith Promenade

A wide and pleasant hallway, sometimes used for catered meals, is located adjacent to the green room on the stage left wall. See photo page 19.

Storage Room

See photo page 35. On the east wall, with access from the Door B (south west corner) light lock and the venue there is a 13' x 20' storage room that houses the riser system and the venue chairs.

The storage carts for the risers and chairs fill the available space. It may be possible to move that equipment out of the storage room to create a "offstage" area for performers, props, scenery, etc. The storage room has:

- a ships ladder that accesses the catwalks and control room.
- 2 pass throughs
- a 400 Amp Company Switch

Additional Storage is limited to what can be stored in the venue during the show. During performances, it is possible to use the backstage hallway as an offstage area; however, it must be kept clear enough for safe egress and any show equipment must move out of the hallway during the day as it provides access to teaching and office spaces. It is common to have to back load trucks with empty cases to accommodate the venues limited space.

Notes

The Philbin Studio Theatre is second smallest of the five venues in the DeBartolo Performing Arts Center. It is very typical to share resources, including dressing rooms with simultaneous events. The five venues share a lobby and one house management team manages all of the audiences.

UNISTRUT

The venue has integral Unistrut encircling the walls at 2' Above Finished Floor (AFF), 9' AFF and 16' AFF. Unistrut hardware may be available for attachment to the walls.



Philbin Theatre used as a special event space





5. LIGHTING

CONTROL CONSOLE

ETC Ion 1000 - 1024 outputs
Operating system – most recent
Remote focus iPad available
(2) 20” monitors
Keyboard and mouse
(3) Universes of DMX are available at various stage and catwalk locations via ENet 2.
Gateways/nodes are shared across venues, check availability

CONTROL ROOM

Lighting operator position - house right
Stage manager - center
Audio operator - house left, with only operable window
Lighting operator’s position does not have an operable window.



DIMMERS/CONTROL MODULES

(192) Electronic Theatre Controls (ETC) Sensor D20E 2.4 kW stage light dimmers
(8) ELV10-S house light dimmers
(4) 2.4 kW house light dimmers (high rise)

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FIXTURES AND ACCESSORIES

Stage Lights

ETC Source Four 575w, ellipsoidals with 2P&G stage pin connectors:
(25) 26°, (25) 36° (75) 50°
(24) ETC 575w, PARs with complete lense kits
(12) STRAND 1000w, 6” Fresnels
(6) STRAND 1500w, 8” Fresnels
(8) ALTMAN 500w, 3 compartment Focusing Cyc lights

Additional fixtures may be available, but are shared across 5 venues; availability must be discussed during advance process.

Shared LED Fixtures include:

(2) Elation Fuze Profile 305W
(10) ETC ColorSource PAR Deep Blue
(10) ETC Selador Vivid-R 11
(10) ETC Selador Vivid-R 42

Accessories

A sufficient quantity of loose accessories are shared across 5 venues; availability must be discussed during advance process.

Side Arms – Altman: single T and double T
Top Hats and 1/2 Hats for Source Fours
Template Holders: B Size, A-Size, and (4) Universal size for glass gobos
ETC Drop-in Irises & Donuts

Booms

Schedule 40 lighting boom pipes
(12) 10’, (8) 16’, (5) 21’
(14) 50 lb. boom bases

Cable

Lots... We will make sure the equipment you have specified works in the locations you need.

Lighting Notes

The Philbin maintains a very simple illumination only Repertory Light Plot, see page 42. Each show requires its own light plot to be hung. Pending event schedule, the house staff may pre-hang more than one show at a time.

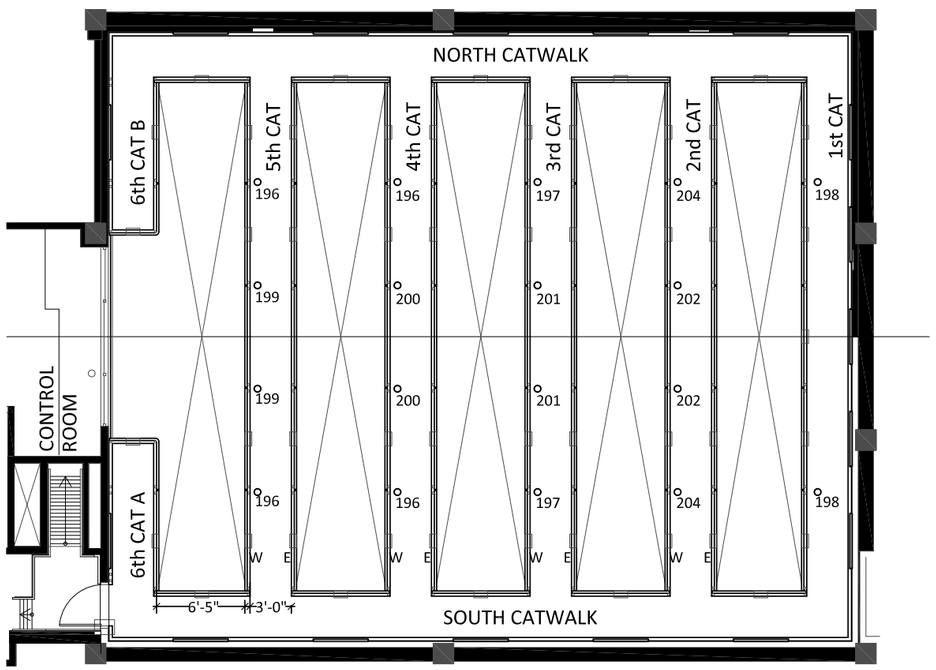
HOUSE LIGHTS

Electronic Theatre Controls Paradigm control system.
Programmable touch screens are located in the control booth and inside Door B.
All house light circuits and work light relays controllable via house light controllers and Ion console



HOUSELIGHT PLOT

LED house lights are mounted under the catwalk and can be aimed, unpatched and/or turned off at the fixture per show needs. Restore to all fixtures plugged in and pointing straight down at strike.



LIGHTING POSITIONS

Catwalks

Full length and full height, 3'-0" wide catwalks line the north, east and south walls at 18'-0" above the floor. The west wall catwalk breaks at the control room window.

Four (4) additional catwalks span north to south on 9'-5" centers.

Each catwalk has a plug strip located above head height with approximately 5' pigtails to stage pin connectors.

Each catwalk has 2 adjustable hanging pipes, typically the upper rung is maintained in a simple rep plot, and the lower rung is re-hung for every show.

Floor

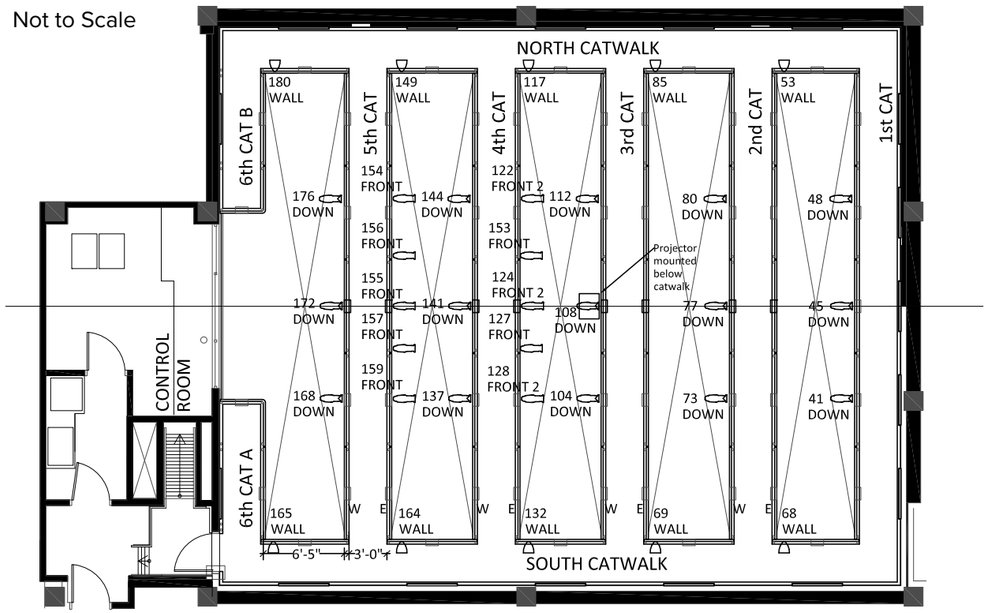
Six wall-mounted boxes at stage level, have (3-6) circuits each, with ability to plug in a multicable or (6) six stage pin plugs.



HOUSE REPERTORY STAGELIGHT PLOT

AutoCAD available upon request

Not to Scale



REP PLOT HOOK-UP

SUB 1 - DOWNLIGHTS
41, 45, 48, 73, 77, 80, 104, 108, 112, 137, 141, 144, 168, 176

SUB 2 - WALL PARS
53, 68, 69, 85, 117, 132, 149, 164, 165, 180

SUB 3 - FRONTS
122, 123, 124, 127, 128

SUB 4 - FRONTS 2
154, 156, 159

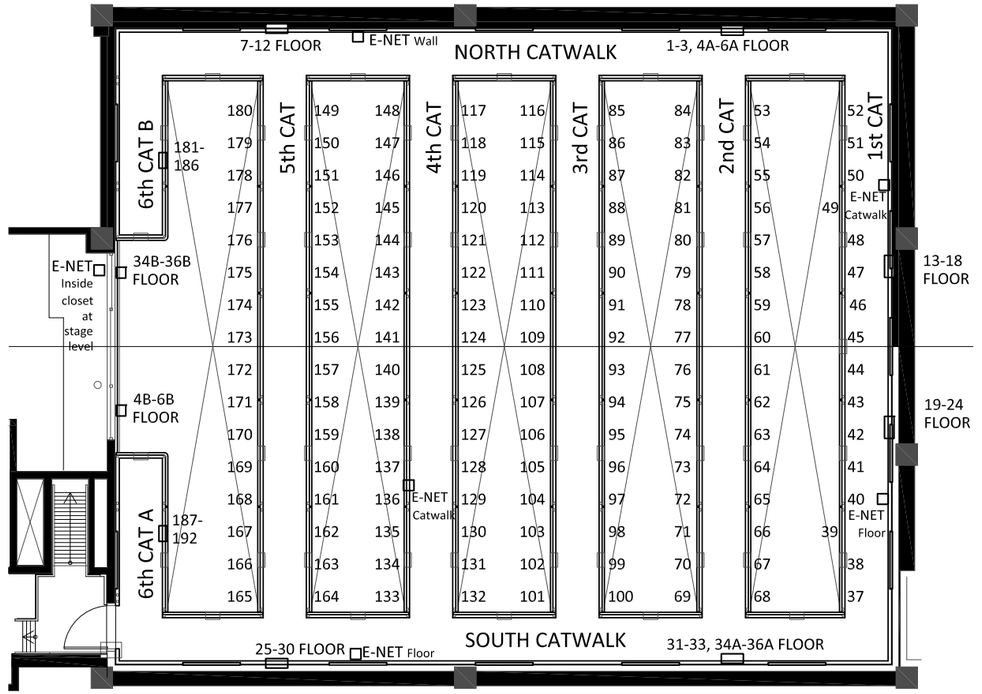
SUB 11 - HOUSE
137, 141, 144, 168, 172, 176

NOTE:
1. Rep Plot downlight fixtures are hung on the upper pipe and circuits and fixtures are designated with purple tape.
2. Restore to rep plot as part of strike.

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CIRCUIT PLOT

Not to Scale



LADDERS

The center owns a series of step, platform and extension ladders (6’, 8’ 10’, 16’, 20’, 24’ and 32’) that may be used by visiting crews, if requested.

LIFT / Mobile Elevating Work Platform (MEWP)



JLG 20DVL driveable MEWP for use on the stage

- Platform height = 19’-6”, Working height = 25’-0”
- Max Work load = 350 lb, Gross Weight = 2105 lbs

Only trained and certified university staff members are allowed to use the lifts.

Outside contractors or artist are NOT allowed to use the university’s lifts.

If use of a lift by a non-university employee is mandatory, the visiting artist is responsible for making and paying for all rental arrangements directly. is

SPARE POWER

Broadcast Power

(1) 200 Amp 3Ø Disconnect

Sequential interlock Posi-Lok E0200 connectors

Located in closet adjacent to loading dock door, upstage right



Shore Power

50 Amp, Nema 14-50R at Loading Dock





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Stage Power

(3) 400 Amp 3Ø company switches

With sequential interlock Posi-Lok E0400 connectors.

2 neutrals on each switch

2 are located on the stage right wall downstage and 1 on the stage left wall, upstage.

1 set of Posi-Lok to standard Crouse-Hinds E-Z 1016 Series Female camlok tails may be available, if more power is needed, please bring Posi-lok sequential interlock adapters.

(3) 100 Amp, 600 Volt A-C, Horsepower rated company switches

1 located at the pin rail gallery upstage right

1 located in the catwalks stage right

1 located in the grid iron

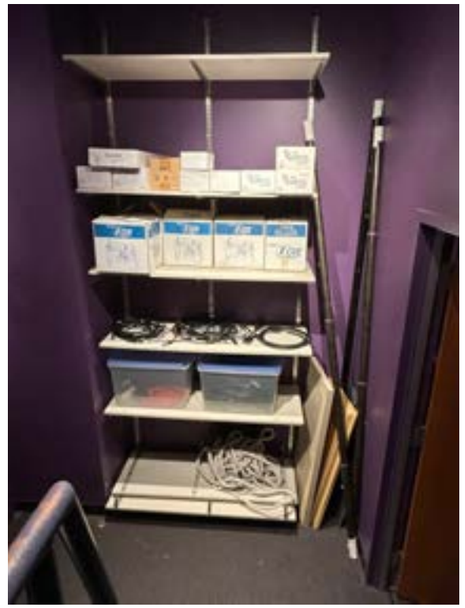
Only DPAC TECHNICAL SERVICES STAFF can Tie in/out of the Company Switches



VESTIBULE

The vestibule between the Upper Lobby, Control room and catwalk access has cable storage and accessories. Most accessories are stored with the building stock.

The lighting in this room has locally controlled dimmers that must be manually turned on and off.



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6. AUDIO

AUDIO EQUIPMENT INVENTORY

Mixing Console

Yamaha DM7 Compact, 72-ch Digital Console with Theatre Package

The following I/O is available and can be patched to any channel input, direct output, bus output or insert point as required:

Local Rack Input / outputs

16/16 XLR I/Os

18/18 USB-C I/Os

144/144 Dante I/Os

Local Rack Outputs

AES outputs (1 channel)

(16) FX processors

Portable Speakers

(4) Portable MacPherson PC12s 12” full range speakers available to locate as needed, typically in the catwalks.

Microphones

(1) Earthworks TC30K omni recording mic, installed at Catwalk 2 for room monitoring

(4) ULXD1-G50 Shure Bodypack Transmitter w/ WL185 Cardioid Condenser Lavalier Microphone

(4) ULXD2/B87A-G50 Shure Handheld Transmitter w/ SM58 Capsule

(4) Countryman E6 Headworn Microphones. Inquire about availability.

*DPAC wireless band widths use G50 470-534 MHz

All other mics are shared across venues, let us know what you need and we will see if it is available, or check the LEIGHTON - Tech Info Package.

Playback

Mac Mini M2 8-Core CPU, 10-core GPU, 16-core Neural Engine, 24GB Unified RAM

Qlab 5 with audio (8 outputs) & video licenses available

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Signal Processors

BSS London Soundweb London BLU-160 and London BLU-BOB - optimized for best performance of house equipment and cannot be changed.

Amplifiers

Crown Macro-Tech 1202 amplifiers, (3) patchable, located in control room.

Cable

Lots... We will make sure the equipment you have specified works in the locations you’ve designated.

Audio Notes

Venue acoustics designed for spoken word.

Additional loose equipment is shared across 5 venues; availability must be discussed with audio engineer during advance process.

Control Locations

Control room is located on the catwalk level. It is enclosed with one operable window in front of audio console.



Hearing Assist System

Listen Technologies Auri assistive listening system that uses wireless broadcast technology to send sound directly from the PA to compatible hearing aids, earbuds, and headphones.
See Guest Services Department for receivers.

Monitoring/Paging System

Backstage paging and audio monitoring available to all dressing rooms and control areas.

(2) Backstage video monitores

Production Communications

Clear-Com production intercom, wired stations available throughout venue

(4) Freespeak wireless beltpacks available

Paging available from SM position and wireless packs, if requested



Wiring

Audio, Video and Com I/O panels, are located downstage left, downstage right, upstage center and in the orchestra pit.

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7. VIDEO

SCREENS



- Permanently mounted motorized Da-Lite #99778 Professional Electrol Screen centered on east wall, behind black drape.
- (16:9 Aspect ratio, 188” Diagonal, Actual Dimensions: 92” x 164”)
- Black pipe and drape can be setup below screen to mask the loading door.
- Additional screens may be available, including:
    - 8’ Front projection tripod screen
    - 9x16 Rear projection Da-Lite truss screen (16x9 format)
    - 52” LG LCD TV on cart
    - 65” Samsung LED TV on cart
    - 80” Sharp LCD 3D TV on cart

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PROJECTORS

Permanently mounted below Catwalk 3, is a NEC NP-PA5804UL-B 8200 lumen LCD projector

- 16x10 Aspect Ratio
- Native Resolution: WUXGA 1920x1200, Maximum Resloution 4K 4096x2160
- Lens: NEC NP13ZL (1.46-3.02.1) Zoom Lens

Additional projectors may be available, including:

- NEC NP-PA1004UL-B-41 HD 11000 lumen LCD laser projector
- Long throw lens – NEC NP43ZL (2.88 - 5.93) Zoom Lens
- Short throw lens – NEC NP41ZL (1.30-3.08:1) Zoom Lens
- NEC NP-PX750U HD 7500-lumen projector is dedicated to this space
- Long throw lens – NEC NP19ZL (2.22 – 3.67:1) Zoom Lense
- Standard throw lens – NEC NP17ZL (1.25 – 1.79:1) Zoom Lens
- NEC NP-PA550W-13ZL 5500 lumen projector with HDMI and VGA inputs and remote)
-

STREAMING

A AJA HELO H2.64 one touch video recording and streaming device may be available. If streaming is desired, let us know your preferred platform and provide proof of streaming and or recording rights for your entire program. Testing is recommended.

VIDEO DISTRIBUTION

Fiber optic cable runs between four of the DeBartolo Performing Arts Center venues (Decio Mainstage, Browning Cinema, Leighton Concert Hall and Philbin Studio Theatre) and to Notre Dame Studio’s Martin Media Center. Useful for broadcast, streaming, recording, overflow, off site video mixing, etc.

HD-SDI building wide distributed video system, useful for digital signage, overflow and venue monitoring.

VIDEO PLAYBACK EQUIPMENT

- Mac Mini M2 8-Core CPU, 10-core GPU, 16-core Neural Engine, 24GB Unified RAM
- Qlab 5 with audio (8 outputs) & video licenses available
- Dsan Perfect Cue presentation remote

VIDEO NOTES

All loose A/V equipment is shared across 5 venues; availability must be discussed in the advance process.

8. PROPS

BALLET BARRES

(9) Ballet Barres available upon request



DANCE FLOOR

(5) Strips of black rollout vinyl flooring, 40'x 6'-7" Harlequin "Cascade" marley, covers a stage area 40'w x 33'deep, 1,317 Square Feet
Please specify if you prefer gaffer's tape or vinyl dance floor tape, and color.

DRUM SHIELD

The center owns (1) ClearSonic MP-MegaPac Portable Isolation Booth for Drums. It is 7'W x 8'D x 7'H

It can be setup to fit the size of the kit.

LECTERNS

(4) Four lecterns serve the center's needs, please check on availability, if desired.



(2) Large matching lecterns ND logo optional



(1) Pedestal lectern



(1) Small dark lectern

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MUSIC

Chairs

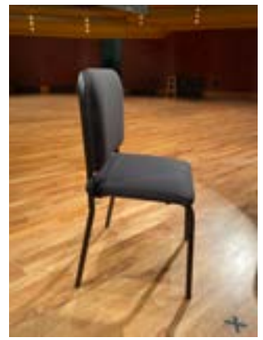
(100) Wenger Musician Chairs, black frame, black upholstery

(4) Wenger Cello Chairs, black frame, black upholstery

(96) Wenger Student Chairs Black frame, black plastic molded seat

A small assortment of stools are available upon request







Conductors Podium

(1) Wenger Conductor's Podium 2 steps possible with down-stage railing

Music Stands

(100) Wenger Roughneck Music Stands

(50) Wenger Classic music stand lights with 40 watt, black finish
(8) Gocusent Rechargeable LED Music Stand lights

Orchestra Shell

None available in house.



Pianos

– pianos shall be tuned to A440

(2) 9' Steinway D grand pianos with artist benches

(1) 5'-7" Steinway M Baby Grand, moving costs may apply

(1) Boston upright Steinway

The possibility of borrowing (1) upright Yamaha piano

Pianos are shared across many needs, availablity must be discussed in the advance process.

9. WARDROBE

DRESSING ROOMS

(5) 4-Person Dressing Rooms (A-D & F)

Located below the stage each with lighted mirrors, chairs, permanent clothing racks, approximately 14’ x 8’. Adjacent restroom with sink, toilet and shower.

One is updated to meet ADA 2010 standards

(1) 2-Person Dressing Room (E)

Located below the stage, with lighted mirror, permanent clothing racks. 10’ x 8’. Adjacent restroom with sink, toilet and shower.

Often used as a wardrobe room.

(1) 15-Person Dressing Room (G)

Located below the stage with (15) individually lighted mirrors, permanent clothing racks, 20’ x 17’. Adjacent restroom with (2) sinks, (2) toilets and (2) showers.



Dressing Rooms A-C





Dressing Room E

Room Labels

The door of each dressing room has a sign like the one pictured with a paper holding slot on the bottom, please use the slot for dressing room assignment labels.

Note: no tape is allowed on the walls or doors.

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WARDROBE AREA

We do not have a tour wardrobe room, however, the dressing rooms are often re-purposed for this use, and the hallway is wide and can accommodate, racks, hampers and even a sewing machine if necessary. The resident theatre department has a fully equipped costume shop on the same level. If it is needed, the costume staff may be employed, pending availability and scheduling. The theatre department’s costume shop is not available without the costume shop staff’s involvement.

Iron and Ironing Board

One iron and board is always available, if more are needed, arrangements can be made.

Steamer

One Jiffy J-2000 steamer is always available, if another is needed, arrangements can be made.

Washer / Dryer

One set available in laundry room on lower level, near dressing rooms.

Racks and Hangers

(3) Rolling Z-racks are available, if more are necessary, arrangements must be made in advance. Please indicate approximately how many hangers you anticpate needing.

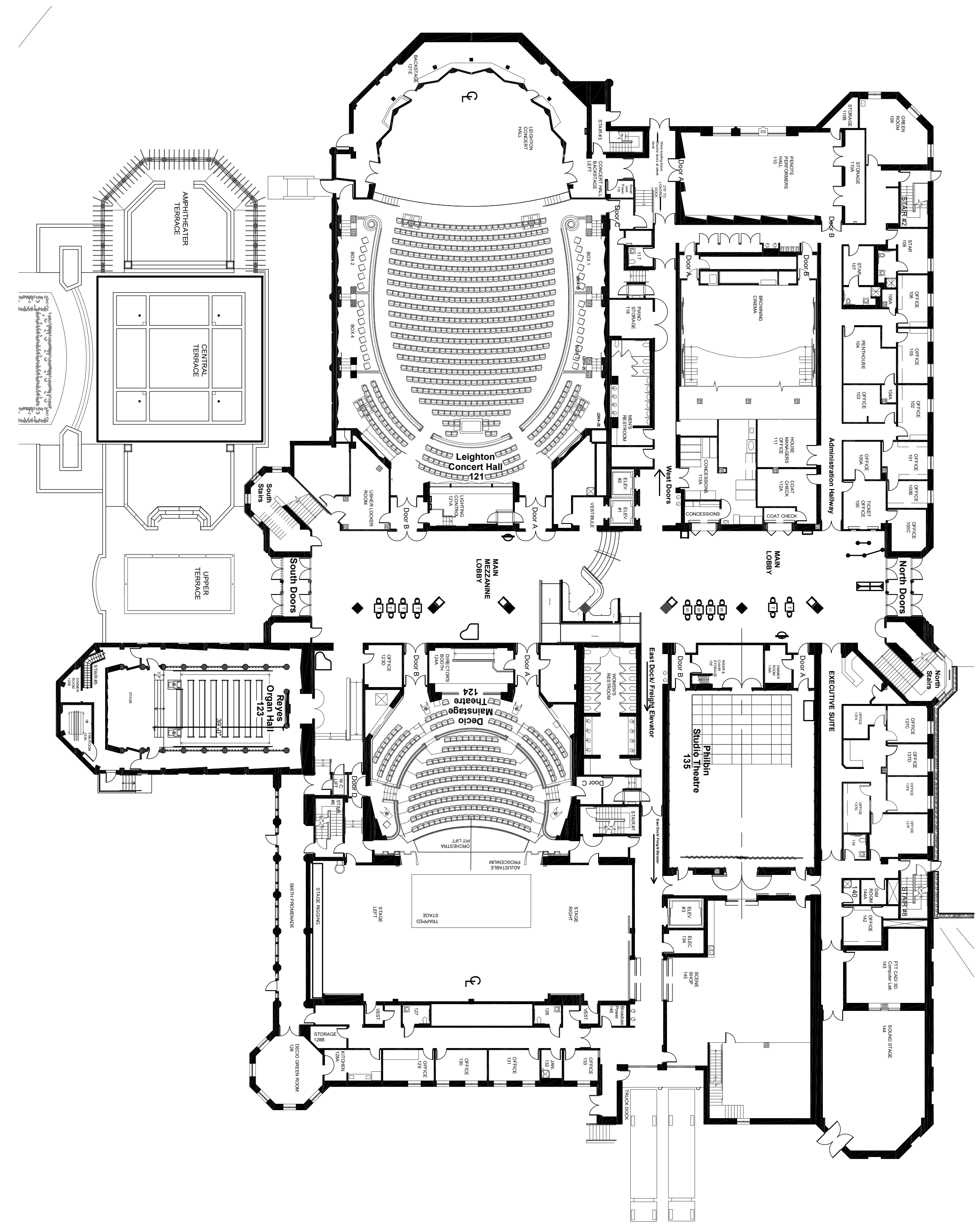






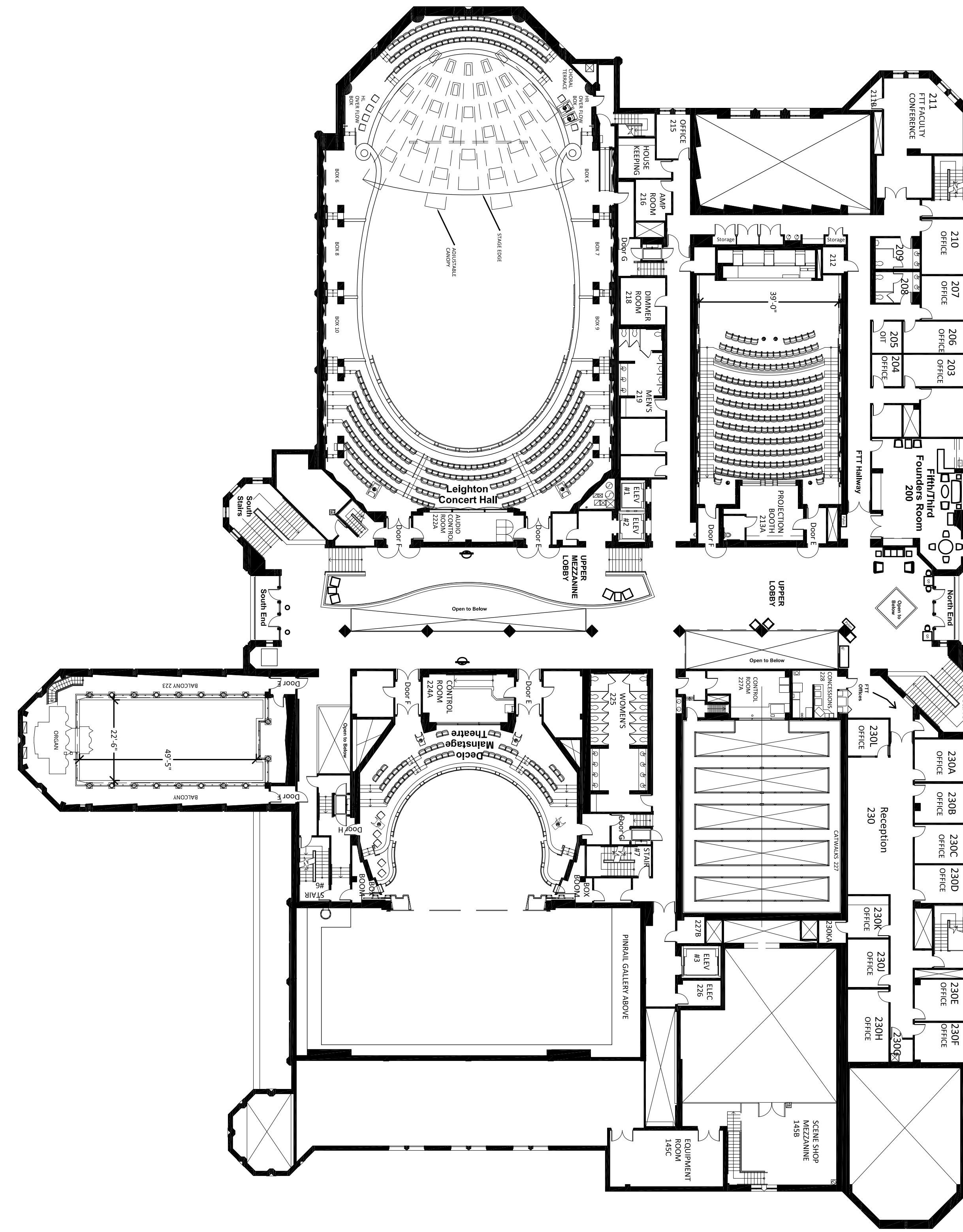
DeBartolo Performing Arts Center, looking south towards South Bend.
DeBartolo Performing Arts Center, looking north towards campus.

10. DPAC FLOOR PLANS





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11. DPAC EMERGENCY ACTION PLAN

SECTION 1: NOTRE DAME FACILITY EMERGENCY PERSONNEL RESPONSE PLAN

2023-07-20

An emergency action plan describes the actions employees should take in case of fire or other emergency situations.

I. SCOPE

The University is committed to comply with all emergency regulations and protect faculty, staff and students in emergency situations.

II. EMERGENCY PLAN COORDINATOR (EPC) FOR DEBARTOLO PERFORMING ARTS CENTER

The Emergency Plan Coordinator (EPC) for DeBartolo Performing Arts Center is Brian Nulle, Production Manager. This person is responsible to work with the Office of Campus Safety to make sure this emergency action plan is kept up to date. Supervisors, Principal Investigators, or their designees are responsible to train people within their area of responsibility on this plan when they are assigned to a job, when their responsibilities under the plan change, or when this plan changes.

The Emergency Plan Coordinator (EPC) can be reached at:

131 DeBartolo Performing Arts Center

bnulle@nd.edu

574-631-2837

III. REPORTING PROCEDURES

Dial 9-1-1 from any campus phone or 574-631-5555 from a cell phone to report any emergency.

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

DEBARTOLO
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Event management staff should brief guests of emergency exit locations at the beginning of the event. If event manage staff are present at the event, the staff are responsible to direct guests to the nearest safe exit should an evacuation be necessary.

DURING AN EVACUATION

Emergency Exits are marked by signage. Find the closest available exit to your location and proceed there.

If time and conditions permit, secure your workplace and take with you important personal items that are easily accessible — such as car keys, purse, medication, and glasses. Read and understand the following steps:

- Follow instructions from emergency personnel.
- Check doors for heat before opening and if the door is hot, DO NOT open it.
- Walk, DO NOT run, push, or crowd. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities.
- Unless otherwise instructed, move quickly away from the building towards the designated assembly point which is either DeBartolo Quad, Irish Green, Playground Gate, or Donor Wall depending on whether egress is to the North, South, East, or West, respectively.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency responders and vehicles.

If you have relocated away from the building, DO NOT return until notified that it is safe.

Evacuation may not be appropriate for all emergency situations. The situation may dictate or emergency instructions may be given to **shelter in place**. Shelter in place means selecting an interior room(s) within your facility, or ones with no or few windows and taking refuge there. For example this may be appropriate for active violence, severe weather, and hazardous material release.

Campus Safety personnel have been trained and are responsible to assist in a safe and orderly emergency evacuation.

B. Procedure for Faculty/Staff Who Remain to Operate Critical Operations Before They Evacuate

Some faculty, students or staff may need to not immediately evacuate in order to secure critical operations before evacuation. Critical operations may include the monitoring of power supplies, water supplies, and other essential services which cannot be shut down for every emergency. They may also include those persons conducting research or other work which must be shut down in stages or steps.

The following lists the people who may be responsible for critical operations and their duties:

Name	Title	Work Area	Responsibilities
N/A	House Manager or designate	Lobby and In All Venues	Call 911 and provide any extra info they need to know
N/A	Light Board Operator	In All Venues	Switch venue lighting system to Work Mode
N/A	Projectionist	Browning Cinema	Stop the film and bring venue lights to full
N/A	Venue Manager	In All Venues	Read Evacuation Speech from stage if alarm is not triggered

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment has been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet at the department's ***designated assembly area***.

C. Employee Accountability Procedures after Evacuations

The supervisors or designated persons in charge must ensure all personnel evacuate. Check all areas e.g. control rooms, dressing rooms, restrooms, remote spaces, etc. Provide assistance to faculty, staff and students as needed to leave the building. Accounting for all students, faculty and staff following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. Consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge. No one is to re-enter the building for any reason until the emergency responders or other responsible agency has notified us the building is safe for reentry.

D. Alarm System

The alarm system provides warning for necessary emergency action. The alarm is generally capable of being perceived above ambient noise or light levels of noise. The alarms used for different actions are distinctive and include horn blasts, sirens, and public address systems.

Alarm systems for notifying all employees in case of an emergency are:

Alarm system	Action to be taken
ND Alert System – Public Address System	Follow instructions
Fire Alarm - Audible Horn and Visual Strobe Light	Evacuate building

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PERFORMING ARTS CENTER

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Marie P. DeBartolo Center for the Performing Arts Emergency Action Plan

E. Severe Weather/Tornado

When a tornado warning is announced, all employees and guests should immediately go to their designated tornado refuge area. The designated tornado refuge area differs depending on if there is an audience in the building. During regular business hours and other non-performance times, the designated refuge is the interior basement hallways and rooms. During performances, the designated refuge is within the five main venues, unless evacuation to the stairwells, or basement is practically possible given house sizes. Move away from windows. All employees and guests should stay in the tornado refuge area until given the all clear sign.

F. Training

Training is accomplished by an employee reading this document or by instruction from an immediate supervisor or department leadership:

1. For employees when the plan is initiated, or substantive changes are made to the plan and/or facility;
2. When an employee's responsibilities substantively change involving safety related activities; and
3. For new employees (new hires or transfers)

V. FIRE EXTINGUISHERS

In most cases employees are at less risk if they evacuate rather than use fire extinguishers. Fire extinguishers are available yet we do not have an expectation that people utilize fire extinguishers in the event of a fire. If you are going to use a fire extinguisher, you must be trained annually and they should only be used for small fires. Training can be completed on-line via ComplyND.

Fight the fire only if:

- The Fire Department has been notified.
- The building alarm has been activated.
- The fire is small and is not spreading to other areas.
- An escape route is available.
- The fire extinguisher is in working condition and personnel are trained to use it.

VI. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Generally the Notre Dame Fire Department and Police Department provide these services. The Wellness Center is an additional resource for staff and faculty. University Health Services is an additional resource for students.

VII. Procedure for Reporting Emergencies

To report any emergency including fire, medical, crime/violence contact the emergency dispatch center by dialing 9-1-1 from any campus phone or 574-631-5555 from a cell phone. Fire Alarm Pull Stations are also available to activate in-building fire alarms and notify the emergency dispatch center.

VIII. CONTACTS

For more information about the University's emergency plan, visit emergency.nd.edu

SECTION 2: SPECIFIC DPAC EAP PROCEDURES

I. GENERAL EMERGENCY PROCEDURES

No matter what type of emergency may occur on campus or within the DeBartolo Performing Arts Center, it is incumbent on the personnel at hand to manage the emergency relying on campus resources. Below you will find general emergency and specific type of emergency instructions to guide you.

1. NOTIFICATION TYPES
    a. Audio (ND Alert, “Voice of God” Microphone)
        i. An indoor/outdoor notification will play across campus, sounding an alert tone and giving information about the emergency, as well as instructions.
    b. Visual
        i. In a power outage, lighting may switch over to generator power, and will provide appropriate egress illumination.
        ii. Strobes will flash on wall packs throughout the building, indicating emergency.
    c. Communication
        i. The phone numbers to contact NDPD/NDFD are 911 from Notre Dame land lines, and 574-631-5555 from a cell phone.
        ii. Campus phones may ring as part of the ND Alert System and will provide additional information about the emergency

2. GENERAL USHER RESPONSIBILITIES DURING PERFORMANCE EMERGENCIES
    a. Remain calm during any situation that may occur.
    b. Notify House Manager immediately of any situation that is in your designated area (such as medical issue or disruptive patron).
    c. Limit radio use to listening to or giving information pertinent to the emergency. Keep lines of communication clear and await further instructions. All ushers and tech staff share a radio frequency. It is imperative that in the event of an emergency, communication be restricted to critical information only. Stage and House Managers may move to a different channel if needed.
    d. Help maintain a clear pathway for NDPD/NDFD to get to patron having the issue and give them plenty of room when they arrive and exit.
    e. Ushers should be prepared to utilize flashlights in the event of an emergency.
    f. In the event of an emergency, patrons are allowed to use their cell phones to contact loved ones to update them on their status.

3. GENERAL DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE EMERGENCIES
    a. The Stage Managers in each venue will be expected to notify the audiences of an emergency using language noted below. This will be communicated via a “Voice of God” mic that they will use onstage if possible or from their position in the booth or backstage.
    b. Lighting should be moved to its highest level in the venue. This should be managed by a DPAC Tech Services staff member either from a control booth, or from a backstage panel.
    c. “WORK MODE” preset should be activated to unlock house lighting panels throughout venue and support spaces.

II. EVACUATION PROCEDURES - GENERAL & NON-PERFORMANCE

Situations including Fire, Structural Failure, Utility Emergency, Bomb Threat, Intruders, Chemical/Biological/Radiological Hazards may occur which require the evacuation of the building. Exit routes may vary according to the location of the emergency. In all cases, sirens will sound or announcements will be made via ND Alert, “Voice of God” microphone, or on stage to building occupants instructing them on evacuation procedures. Fire doors are magnetized when open, and those magnets will release in the event that the fire alarm goes off.

1. Each employee should know the location of at least two exits in the building. These are identified through lighted exit signs, discussion with DPAC staff or NDPD Representative, or on posted evacuation route signage.
2. Fire Specific Procedures
    a. All occupants are required to evacuate the building immediately when a fire alarm sounds or other evacuation signal is given.
    b. Fire doors should never be blocked open and doors and stairwells shall not be obstructed. All doors that can be shut, should be shut upon evacuation.

    c. Use the stairs, not the elevator, ADA exceptions apply.
    d. If the closest stairwell has smoke in it, close the door and find another way out.
    e. Always check doors with the back of your hand before opening them – If a door is hot, DO NOT OPEN IT as there is fire and toxic smoke on the other side.
    f. If you cannot use the door stuff towels and/or clothing under it to keep smoke out and call NDFD to notify of the fire and your location.
    g. If a door is cool, carefully open it and proceed to the closest exit, staying low to the floor.

IV. EVACUATION PROCEDURES - DURING PERFORMANCE

1. If the fire alarm sirens and strobes are active, direct the audience to the nearest exit. Ushers, staff and patrons should be mindful of the automatically closing fire doors.
2. If the decision to evacuate the building in a non-fire situation is made, DPAC management will inform the Venue Manager (The Stage Manager or House Manager) to stop the performance/screening(s).
3. Fire doors should never be blocked open and doors and stairwells shall not be obstructed. All doors that can be shut, should be shut upon evacuation.

4. USHER RESPONSIBILITIES DURING PERFORMANCE EVACUATIONS
    a. If exiting from the South take your patrons out, past the Terrace, to the Irish Green.
    b. If exiting from the East take them, past the loading area, to the area near the entrance to the playground.
    c. If exiting from the North take them, across Holy Cross Dr., to the Stayer lot/DeBartolo Quad.
    d. If exiting from the West take patrons, away from the loading door, to the Donor Wall.
    e. Note to patrons exiting North and East doors, be watchful of responder trucks quickly coming to the scene.
    f. NDPD may make other buildings in the immediate area available for shelter, as needed for inclement weather, etc..
    g. Ushers should never feel responsible to evacuate patrons who for whatever reason, are unable to evacuate on their own, however they must notify the House Manager so that they can immediately inform first responders of the remaining patrons upon their arrival on the scene.
    h. Coat check should be immediately locked and vacated; patrons should be assured their belongings are secure.

5. DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE EVACUATIONS
    a. House Manager to call 911 to provide them with any extra info they need to know about the alarm going off in the building, then greet first responders and let them know of any pertinent info they need, for example where the situation is, if there are any patrons still inside or injured patrons.
    b. Ticket Office to close and secure the Ticket Office and exit the building.
    c. Stage Manager to evacuate talent, and check backstage areas. SM must ensure an accurate headcount once they reach their area of safety.
    d. Light Board Operator in any venue whose house lighting system is in “SHOW” Mode, should be switched to ‘WORK” mode as soon as the audience is safely evacuated, in order to enable remote work light switches.
    e. Cinema Projectionist should stop the film, and turn on the venue lights.
    f. If safely possible, House Manager along with Student House Manager to get blankets out to the patrons if evacuation happens during freezing temperatures.
    g. VENUE MANAGER SPEECH – EVACUATION
        i. “May I have your attention please, may I have your attention please: An emergency exists within the building that the University views to be serious in nature. We must interrupt the performance and ask that you exit the building. Please follow the ushers to the nearest exit in a quiet and orderly manner. Use stairs to evacuate from upper floors if able. Do not retrieve your items from coat check. Thank you for your cooperation.” (Repeat)“
    h. OUTDOOR EVENTS
        i. Ushers should recommend and lead patrons back into DPAC Lobby in the event of lightning or other severe weather.
        ii. Patrons should be let into an appropriate empty venue, if available
        iii. Ushers should let patrons who wish to flee elsewhere do so.
    i. SPECIAL NEEDS GUESTS
        i. Elevators/chair lifts are to be used by ADA patrons ONLY if safe to do so. If there is fire or other impediments to using the lifts, ADA patrons are to shelter-in-place in available stairwells (preferably those with windows and that exit to the exterior of the building) and wait for first responders.
        ii. Staff Members should never feel responsible to evacuate patrons who for whatever reason, are unable to evacuate on their own, however they must notify the House Manager so that they can immediately inform first responders of the remaining patrons upon their arrival on the scene.

iii. DPAC staff will meet NDFD at East dock and alert them to the location of persons needing assistance. Maps of the venue will be stored at the Box Office and in the House Management office to aid in describing the situation.

V. SHELTER-IN-PLACE & LOCKDOWN PROCEDURES - GENERAL & NON-PERFORMANCE

In the event of a tornado warning, catastrophic attack, or other related emergency, it may be necessary to gather all of the building inhabitants in a central location for their safety. The ND Alert system will be the primary notification for patrons, students, and staff members in regards to storm warning and security alerts and updates.

1. ND Alert will probably be the first notification we receive for a situation that may require a shelter-in-place or lockdown scenario, unless the lockdown cause is happening within our building (active shooter, for example).
2. ND Alert can be heard in every part of the building as well as on campus community cell and office phones as registered with ND Alert.
3. ND Alert will continue to update and eventually give the all-clear.

VI. SHELTER-IN-PLACE & LOCKDOWN PROCEDURES - DURING PERFORMANCE

In the event of a tornado warning, catastrophic attack, or other related emergency, it may be necessary to stop an event and/or hold the audience in place for their safety. The ND Alert system will be the primary notification for patrons, users, and staff members in regards to storm warning and security alerts and updates.

Note: At all times, any information regarding the emergency should be made available to anyone who would like to know.

1. USHER RESPONSIBILITIES DURING PERFORMANCE SHELTER-IN-PLACE AND LOCKDOWN EMERGENCIES
   a. ND Alert will continue to update and eventually give the all-clear. Follow its instructions unless it advises moving to the basement (see “g. Tornadoes” below)
   b. Advise patrons to please stay seated and calm.
   c. Ushers closest to the venue doors make sure they stay shut.
   d. Close Coat Check. Coat Check usher to enter nearest venue.
   e. Any ushers located in the lobby inform patrons that may not have heard the alert to please enter the nearest venue then do so themselves.
   f. Firmly let any patrons who want to leave know that no one should leave the building as it could endanger their life and potentially the lives of the patrons in the building.

   g. TORNADOES
      i. Usher staff must keep in mind that in the event of catastrophic weather, ND Alert may advise everyone to move to the basement. This is NOT required here in DPAC as there is no way to fit our audiences in the basement. Shelter-in-place truly means stay in your venues.
      ii. The default shelter-in-place plan for a tornado is to shelter within the venues as determined by the NDFD.
      iii. It is at the discretion of DPAC management to decide whether or not it is possible to move patrons either to the basement or to the Philbin.

2. DPAC STAFF RESPONSIBILITIES DURING PERFORMANCE
   a. Ticket Office to close. Staff to move to active venue or basement.
   b. Technical Services staff to close backstage and support space doors.
   c. House Manager will decide whether or not to stop or resume the performance.
   d. House Manager will inform the Stage Manager(s) to stop the performance/screening(s) in all venues.
   e. House Manager and Stage Manager will lock venue doors to lobby and backstage in the event of a security lockdown.
   f. Stage Manager in each venue will stop the performance, turn up house lights and read the appropriate Venue Manager Speech (see below) to the assembled audience in person.
   g. Cinema Projectionist will stop the film, turn on the house lights, enter the venue and read the appropriate Venue Manager Speech (see below) to the assembled audience in person.

VENUE MANAGER SPEECH - Security Emergency

> “May I have your attention please, may I have your attention please: There is an active violence situation elsewhere on campus. For our safety, University Security has instructed us to shelter in place. House Management will be locking the doors and guests are encouraged to stay inside and away from doors and windows until we are given an all clear. If police enter the building, guests should stay calm, keep their hands open where they can be seen, and follow instructions. You are welcome to use your mobile devices at this time. Thank you for your cooperation.” (Repeat)

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VENUE MANAGER SPEECH – Severe Weather, PRE-SHOW Announcement Option

> “May I have your attention please, may I have your attention please: we are aware that the current conditions are conducive to severe weather, and want to assure you that we are monitoring the situation and will continue to do so throughout the performance. The Notre Dame Police and Fire Departments have deemed the venue(s) to be the safest place in the building, we will keep you informed at intermission of the status of the storm. This evening’s performance will start in [X] minutes. Thank you. (Repeat as needed)

VENUE MANAGER SPEECH - Tornado Warning, STOP SHOW SHELTER-IN-PLACE Option

a. “May I have your attention please, may I have your attention please: The National Weather Service has issued a tornado warning for our local area; we must interrupt the performance/screening. University Security has pre-determined that the safest course of action for our patrons and staff is to shelter in place. For your maximum safety, and the safety of those around you, please remain in your seats. Thank you for your cooperation. (Repeat)
b. Note: If DPAC management decides, in consultation with NDPD and NDFD, that the performance can continue, the Stage Manager should read the following before resuming the performance.
   “May I have your attention please: Our area remains in a tornado warning. The University recommends, for your maximum safety, that you remain in your seats. Officials are monitoring weather conditions closely and have determined that it is safe for the performance to continue at this time. We will interrupt the performance with any changes. Thank you.”
c. Note: If DPAC management decides that the performance cannot continue, the Stage Manager should continue to keep the audience advised of progress approximately every 10 minutes with a calm demeanor, not allowing the patrons to sit for more than 15 minutes without being spoken to.

VENUE MANAGER SPEECH - Tornado Warning, STOP SHOW EVACUATE TO BASEMENT Option

> “May I have your attention please, may I have your attention please: The National Weather Service has issued a tornado warning for our local area; we must interrupt the performance/screening. The University recommends, for your maximum safety, that you quietly and calmly follow our usher staff into the basement at this time. Thank you for your cooperation. ” (Repeat)

VENUE MANAGER SPEECH - Tornado Warning, Periodic Update

> “May I have your attention please: Our area remains in a tornado warning. The University recommends, for your maximum safety, that you remain where you are. Officials are monitoring weather conditions closely. We will be advised when the danger has passed. Thank you.”

a. Note: The ND Alert system will provide emergency notifications, as well as procedures and status updates specific to a tornado warning.

VENUE MANAGER SPEECH - Tornado, All Clear

> “May I have your attention please: The National Weather Service has canceled the tornado warning, as the immediate danger has passed. We will take a short intermission, and you will be notified from the lobby when the performance(s) will resume. Thank you.”

VII. MEDICAL EMERGENCY PROCEDURES - GENERAL & NON-PERFORMANCE

To the extent possible, rescue and/or medical duties should be performed only by qualified persons including but not limited to: ND Police Department, ND Fire Department or other trained medical personnel. DPAC staff periodically attends CPR and First Aid training, and the building is supplied with First Aid kits and AEDs.

1. First Aid kits are located in the Usher Locker Room, Coat Check, Ticket Office, House Manager’s Office, as well as both green rooms and backstage of each venue
2. AED devices are located in the elevator vestibules on the Main and Upper level lobbies. Only nurses, doctors, or other AED trained personnel should use the AED devices.
3. Call Notre Dame Dispatch (631-5555) to report. They will dispatch the appropriate service. Remain on the phone until told by the operator to hang up.
4. Caller should send someone to meet the first responders at the designated location and direct them to the location of the emergency.
5. Once Emergency Response Team has been notified, contact building management
6. Do not leave the victim, unless you are alone.
7. Do not attempt to move an injured person until the Emergency Medical Technicians (EMTs) approve.
8. If the victim is conscious, ask about the situation. Gather as much information as possible, using the Injury/Illness/Incident

Report for non employees and employees alike

9. If applicable, follow the University's "Bloodborne Pathogens" procedures for protecting anyone exposed to blood and potentially infectious materials.
10. Once the EMTs are called, they have the final word in determining the treatment of the victim.

VII. MEDICAL EMERGENCY PROCEDURES - DURING PERFORMANCE

1. USHER RESPONSIBILITIES DURING MEDICAL EMERGENCIES
   a. Alert the House Manager and let them know as much information as possible.
   b. Clear area around injured patron as to not crowd them.
   c. If any ushers in the medical field are on the shift please come over to lend a hand.
   d. Clear aisle way for first responders upon their entry (and exit) with the patron.

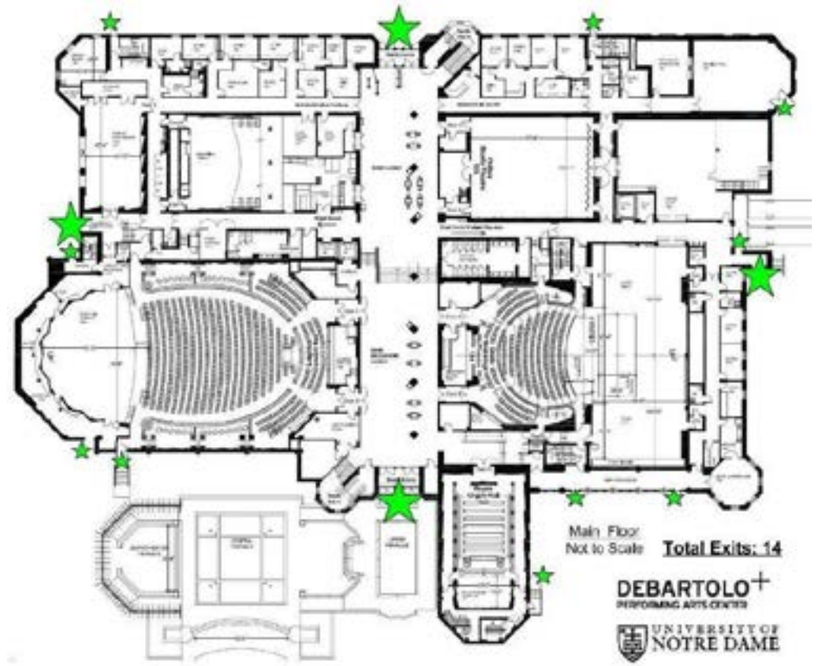
2. HOUSE MANAGER RESPONSIBILITIES DURING MEDICAL EMERGENCIES
   a. If requiring extra assistance or if life threatening, House Manager will instruct an usher or student house manager to dial 574-631-555 which is the number for Notre Dame Police. If no nearby personnel are available, House Manager will radio Stage Management or Ticket Office with instructions to call 911 from backstage or office landlines.
   b. House Manager will bring in first aid kit or AED or instruct their designee to retrieve them if necessary.
   c. House Manager will stay with patron until first responders arrive.
   d. Student House Manager will take over normal house management duties and continue seating patrons or hold patrons in lobby as necessary.
   e. An usher designated by the House Manager will await first responders in the lobby and update them on the situation as they arrive, as well as guide first responders to the site of the emergency.
   f. If situation takes place before performance has begun, we will hold performance until situation is resolved.
   g. If situation takes place during performance, House Manager will confer with Stage Manager regarding temporarily stopping (and subsequently restarting) the performance.

3. STAGE MANAGER RESPONSIBILITIES DURING MEDICAL EMERGENCIES (If emergency is backstage)
   a. Immediately call 911 on campus phone, or radio for Ticket Office or House Manager to do so if the Stage Manager cannot reach a phone.
   b. Be sure to indicate which venue you are in.
   c. Move all non-essential personnel to Penote or Green Room/Dressing Rooms
   d. DO NOT move the affected. Wait for first responders
   e. Instruct a House Manager, Ticket Office staff, or Technical Services staff member to wait for first responders in lobby to escort them backstage.
   f. House Manager will bring in first aid kit or AED if needed.
   g. Stage Manager will stay with the affected person.
   h. Stage Manager will confer with House Manager regarding the continuance of the performance.

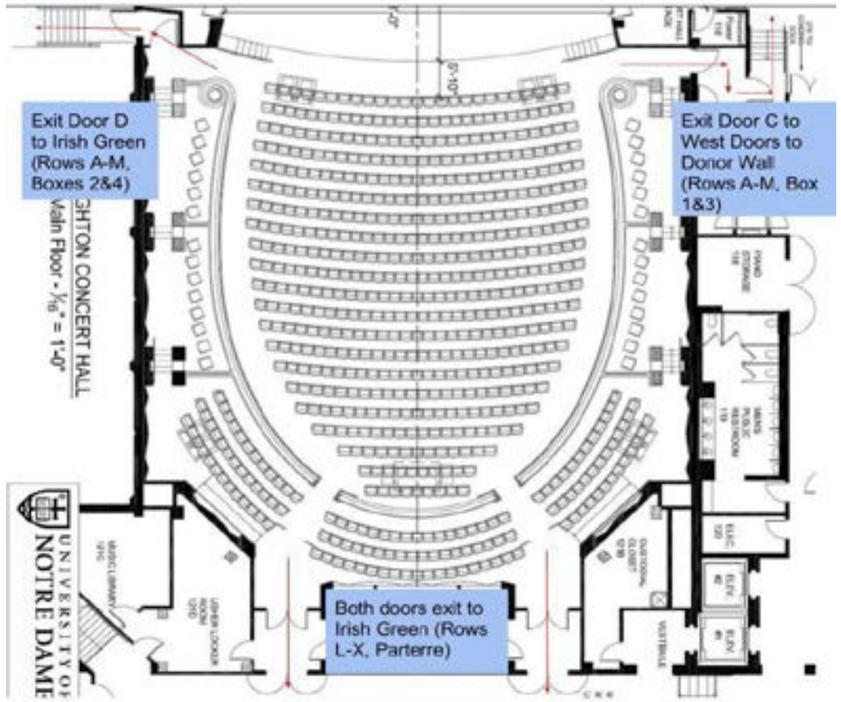
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6. Venue Layout with Exits Starred



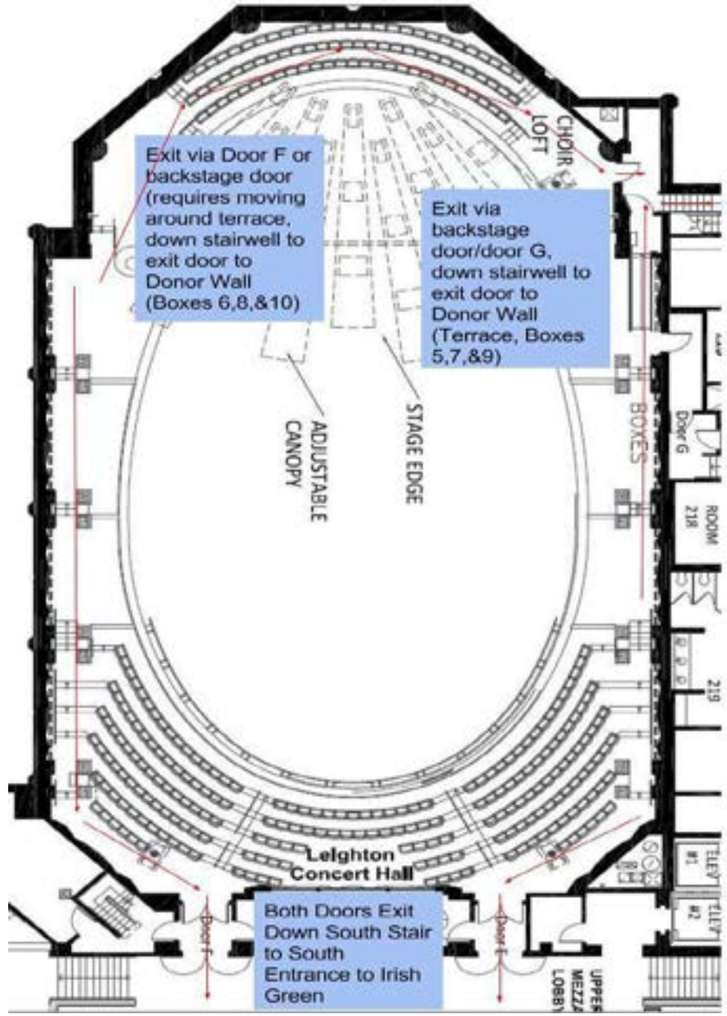
7. Venue-Specific Evacuation Plans



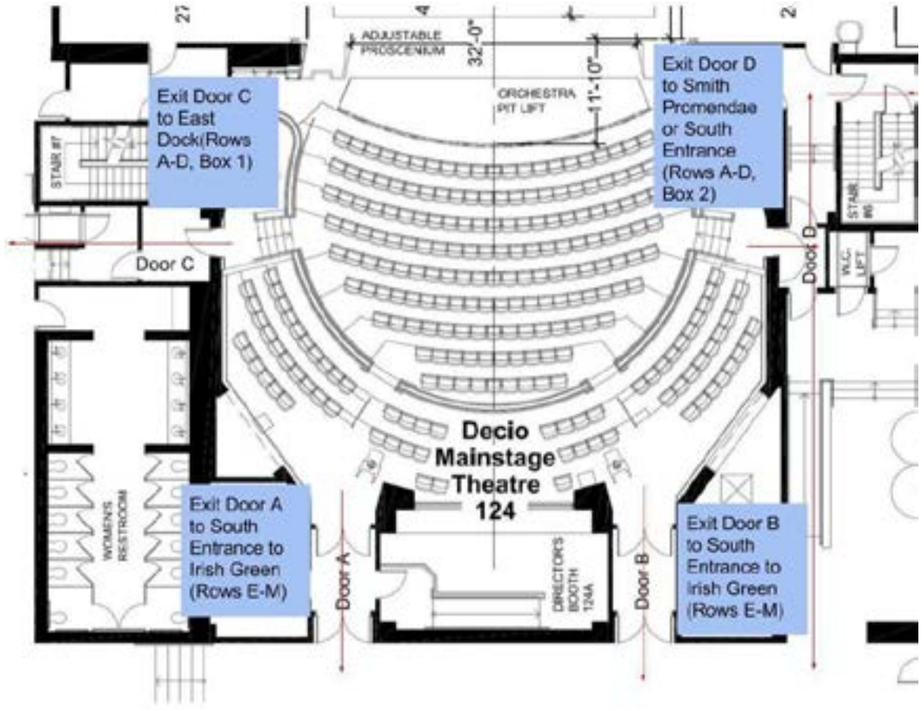
Leighton Concert Hall - Main Level

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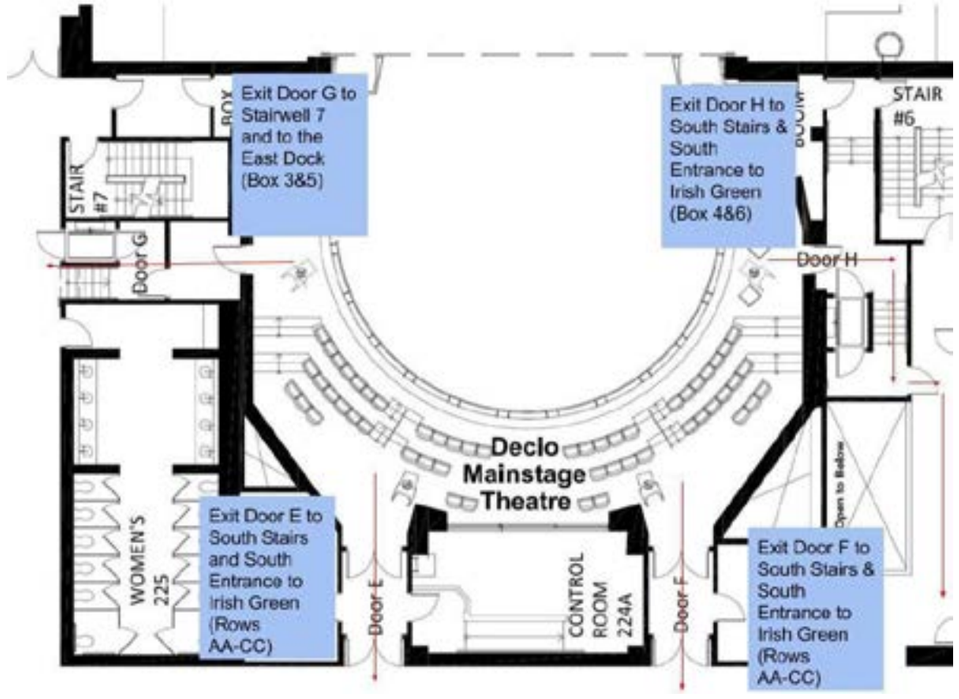
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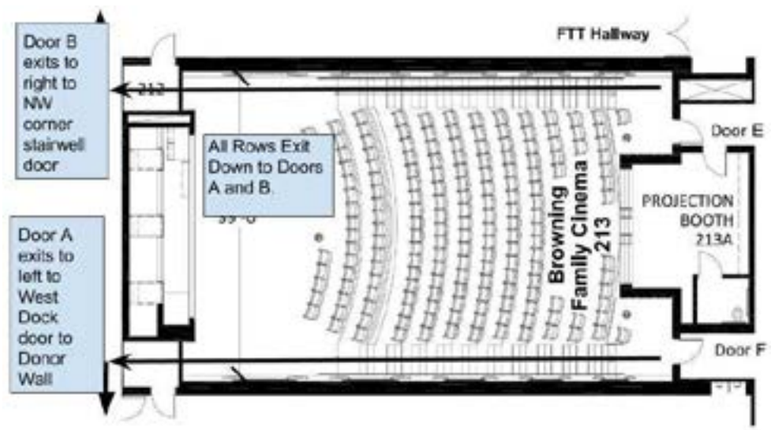
Leighton Concert Hall - Upper Level



Decio Mainstage Theatre - Main Level



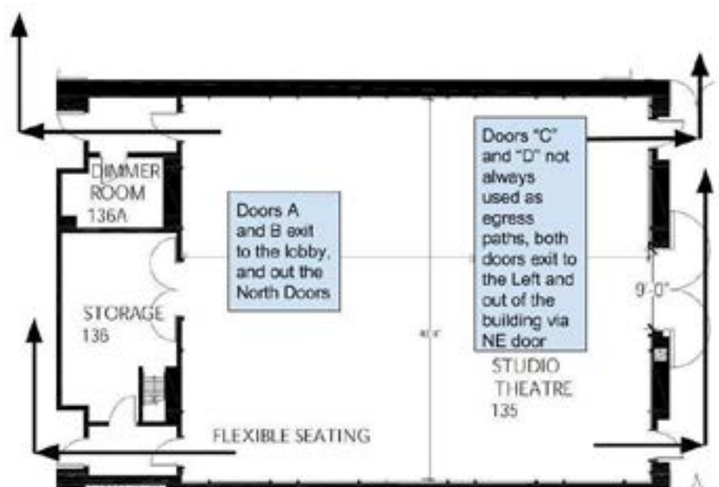
Decio Mainstage Theatre - Upper Level



Browning Family Cinema

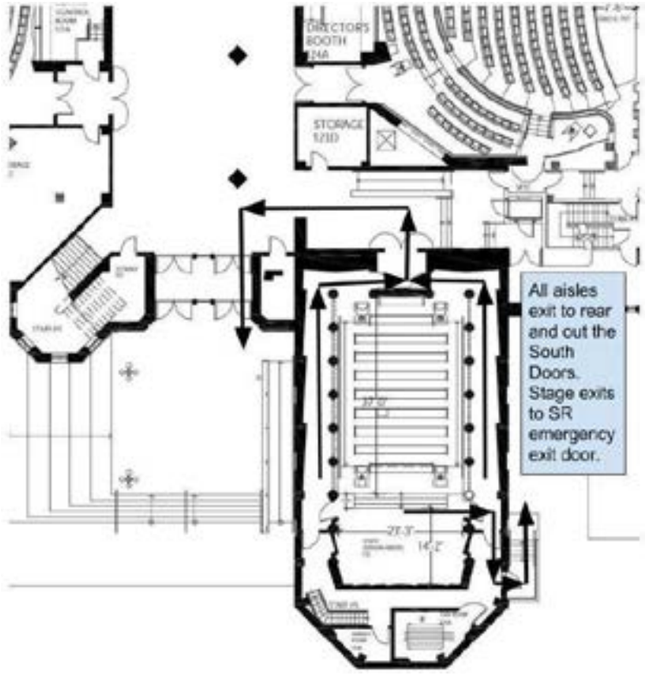
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Philbin Studio Theatre

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Reyes Organ and Choral Hall

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Penote Performer's Hall