

GENERAL SAFETY RULES AND EMERGENCY PLANNING Theaters and Auditoriums

Dept/Building: _____ Contact Person/Number: _____

User/Event: _____ Contact Person/Number: _____

The following safety rules will be observed by all users:

1. Smoking is prohibited in all campus buildings.
2. Open flames necessary to a performance will be allowed only with the expressed permission of the theater management, the approval of EHS, and the use of appropriate safety measures.
3. Emergency egress routes must be kept clear of obstructions and debris; staging materials and other objects may be temporarily stored in wing areas and hallways, but only against the walls and behind the yellow safety lines.
4. Access to utility areas (fuse panels, generator cages, etc.) must be kept clear at all times.
5. Use of or changes to the technical systems (lights, sound, rigging, power, etc.) will be made only by a qualified technician, and with the expressed permission of the theater management.
6. No paints, glues, solvents, or other flammable or hazardous materials may be stored or used outside of designated workshop areas..
7. All other applicable provisions of the site-specific *Lease Schedule* signed with the College.

Users will be instructed by management in the following prior to use:

1. Contents of this document.
2. Emergency contact information, including the names/numbers of the primary contacts for the specific building and event.
3. Information specific to the particular building, including the locations and use of the following:
 - Alarm boxes, emergency exits, and routes of marked egress ways.
 - Portable emergency equipment (fire extinguishers, first aid kits, flashlights, etc.).
 - Fixed emergency equipment (ladders, sprinkler controls, emergency lights, etc.).
 - Special considerations, such as the use of balconies or other areas with restricted access/egress.

In the event of a fire or fire-related emergency (smoke, chemical vapors, etc.):

1. Pull the fire alarm, if not already sounding. Campus Security will be automatically notified, and response services contacted – THERE IS NO NEED TO CALL 911 ON CAMPUS, unless using a cell phone.
2. Ushers and stage managers will supervise the immediate evacuation of the patrons and players, respectively, as follows:
 - Announce the emergency, and direct patrons and players to remain calm.
 - Take up stations at the marked exits, and direct all traffic to them; do not allow persons to exit the building independently or by other routes.
 - Provide aid to the elderly and handicapped in exiting the building; enlist additional aid from others as needed to accomplish this.
 - Instruct patrons and players to congregate in a safe area, away from the building, and await response services; do not allow persons to re-enter the building for any reason.
 - Follow the instructions of Campus Security and response personnel.
3. If egress routes are blocked or otherwise unusable, instruct persons to remain calm and in place, await response services, and utilize basic fire safety precautions (stay close to the floor to avoid smoke, etc.).

In the event of a potentially life-threatening injury or illness:

1. Notify **Campus Security (725-3500)** and await response services.
2. Make the person comfortable, and apply first aid as needed and if qualified to do so; do not move the person unless absolutely necessary.
3. Do not allow other persons to move about or exit the building unescorted.

In the event of a power outage or other non-life threatening emergency:

1. Announce the situation to the house, and direct patrons and players to remain calm and in place; do not allow persons to move about or exit the building unescorted.
2. Notify **Campus Security (725-3500)** and await response services.
3. Evacuate the building only if necessary, and/or as directed by Campus Security or response personnel.