1  PREAMBLE.

The safety of all persons at all times in all Department activities is of the first importance to all involved. No task is so important that it cannot be done safely. Individuals should realize that their safety begins with themselves. They must 1.) be sensitive to the importance of safety; 2.) be informed of safe procedures; and, 3.) notify staff and faculty of unsafe conditions.

Theatrical operations are unusual in that they embrace an extremely wide variety of disciplines and crafts, sometimes materials not well known, mechanisms which are hidden, and techniques not otherwise obvious. These facts make it doubly important to approach our work with caution and free from assumption.

It must be acknowledged that the activities of theatre and dance are potentially hazardous. This includes, but is certainly not limited to dance and acting movement, work in the various laboratories, and shifting and rigging scenery and lighting on the stage. Hazards can be found among the materials used for costumes, scenery, lighting, painting and props. Care must also be taken not to jeopardize our audience.

2  EMERGENCIES. CALL 9-1-1 (If calling from a campus phone, this will connect you with Campus Police. If calling from a cell-phone it will connect you to Off-Campus and they will notify the Campus Dispatcher.)

2.1  INJURY - SERIOUS ILLNESS.
>CALL 9-1-1 CAMPUS POLICE.
>NOTIFY YOUR FACULTY OR SUPERVISOR.
>DO WHAT YOU CAN, STAY CALM.

2.2  FIRE.
>PULL NEAREST FIRE ALARM
>CALL 9-1-1 CAMPUS POLICE.
>NOTIFY YOUR FACULTY OR SUPERVISOR.
>ON SMALL FIRE - USE FIRE EXTINGUISHER, CLOSE (NOT LOCK) DOORS.
>EVACUATE BUILDING - DO NOT USE ELEVATORS.

2.3  EARTHQUAKE - INDOORS.
>GET IN DOORWAY OR UNDER TABLE OR DESK."Duck, Cover, & Hold"
>FOLLOWING SHOCK, EVALUATE SITUATION.
   IN CASE OF SEVERE SHOCK, CALL POLICE 9-1-1. TURN OFF EQUIPMENT, EVACUATE BUILDING, ASSIST OTHERS.
>REMAIN OUTSIDE THE BLDG UNTIL AUTHORITIES GIVE ALL CLEAR

2.4  UNIVERSITY EMERGENCY PROCEDURES SHEETS.
Emergency information is available in all department labs and offices. Know the location of these sheets and acquaint yourself with the information; most types of emergencies are covered.
2.5 **FIRE EXTINGUISHERS.**
Know the location of the fire extinguishers in your area.

3 **INDIVIDUAL RIGHTS.**

3.1 **DEPARTMENT OF THEATRE AND DANCE SAFETY PROGRAM.**

3.1.1 **SCOPE.**
The Department of Theatre and Dance strives to implement and abide by all applicable University, State, and Federal laws and regulations relating to the safety of its students and faculty/staff.

3.1.2 **PERSONS IMPLEMENTING PROGRAM.**
The first person responsible for a safe operation is the individual performing the operation. Each person, be they faculty, staff or student, should learn safe procedures and work with an attitude which places safety first.

3.1.2.1 **STUDENTS.**
Each student's responsibility is indicated in Section 4.

3.1.2.2 **FACULTY/STAFF.**
Each faculty/staff member has responsibility to assure that safe procedures are carried out in their respective classroom, laboratory or performance area.

3.1.2.3 **THE DEPARTMENT.**
The Department’s Safety Coordinator (the Production Manager, Deb Lockwood) acts as liaison with the University Office of Environmental Health and Safety to assure that proper policy is in force and to disseminate information as necessary. The Department Chair holds final responsibility at Department level to assure that the concerns of safety are met.

3.2 **PENALTY FREE.**
As a student, employee, or volunteer you cannot be dismissed or otherwise discriminated against for asserting any concern you may have regarding the health and safety of yourself or others.

3.3 **HAZARD COMMUNICATION PROGRAM.**
You have the right to personally receive information regarding hazardous substances to which you may be exposed; including operations in your work area where hazardous materials may be present, the location and availability of the Material Safety Data Sheets (MSDS), and how to use the information.

3.4 **ADDITIONAL INFORMATION.**
Additional copies of this information may be obtained in the Department Office (PA139/142). Copies of the University Hazard Communication Program, Respiratory Protection Program for Students, Bloodborne Pathogens Program, and all Specific Area Safety Documents (scenery, audio, etc.) are located in the Production Office (PA105) for your use.
4 INDIVIDUAL RESPONSIBILITIES.

4.1 DO NOT ACT IN IGNORANCE.
   If you do not know how to do something, don’t do it.

4.2 DEMAND INSTRUCTION AND SUPERVISION.
   It is proper and expected that you notify your supervisor if you need instruction. **DO NOT WORK ALONE!**

4.3 REPORT INJURY AND UNSAFE CONDITIONS.
   Do not delay; report all injuries, however insignificant, immediately.
   Report any unsafe conditions right away.
   **REPORT TO:** Immediate supervisor; if not available,
   Production or Department Office; if not available, any
   Department faculty or staff member, and finally, if no one else is present, call Campus Police. Do not begin or continue work if any unsafe conditions exist or develop.

4.4 FOLLOW DIRECTIONS.
   Learn how to do **SAFELY** the task you are asked to do. Follow the instructions of faculty or supervisor; read and follow these and other instructions you are given.

5 PERSONAL SAFETY EQUIPMENT

5.1 FIRST AID KITS
   First aid supplies are located in all construction/craft areas, the Main Department Office (PA139), the Production Office (PA105), the Television Studio (PA122), Dance Studios, and in the supplies of all Stage Managers.

5.2 BLOOD SAFETY KITS
   A kit with rubber gloves, simple bandages, sealable bags, and instructions for dealing with spilled blood are located in all activity areas, First aid kits contain these items. (See Section 12 for use.)

5.3 SAFETY DEVICES AND PERSONAL PROTECTION EQUIPMENT
   Specialized equipment and devices are located in the area where they are required.
   **THE USE OF ALL SAFETY DEVICES AND EQUIPMENT IS MANDATORY.**

6 SPECIAL HEALTH CONDITIONS INCLUDING PREGNANCY.
   If you are sick, injured, under a doctor’s care for a short term or chronic condition, or if you are, or suspect that you are pregnant, notify your supervisor immediately. This information will be kept confidential and will in no way curtail your participation in the activity. In some cases, however, your supervisor may want to make you aware of special circumstances relating to your condition and modify your activities accordingly.
FIRE/SMOKING REGULATIONS.

7.1 FIRE SAFETY.

7.1.1 USE NO FLAME. Nothing we do requires an open flame, other than welding in the Scenic Laboratory and certain stage effects.

7.1.2 KNOW LOCATION OF FIRE EXTINGUISHERS AND ALARMS.

7.2 UNIVERSITY SMOKING POLICY.

7.2.1 SMOKING IS NOT PERMITTED IN THE PERFORMING ARTS BUILDING.

7.2.2 Smoking is permitted in performance and when essential for rehearsal. Stage Management will provide proper disposal receptacles.

THEATRE AND DANCE DEPARTMENT THEATRES.

8.1 ACCESS: YOUNG, HALLBERG, LITTLE, and ARENA THEATRES.

Access to these spaces is limited to those who are a part of the activity or for whom permission has been granted. The theatres contain much specialized equipment which requires special training to operate and which is potentially hazardous to those not aware of the conditions on stage.

8.2 SAFETY PROCEDURES.

8.2.1 TECHNICAL LOAD-IN PERIODS.

When the theatres are in use for load-in, the applicable Specific Area Safety Procedures will be in effect for all those working in the affected areas.

8.2.2 TECHNICAL AND DRESS REHEARSALS, PERFORMANCE PERIODS.

During rehearsal and performance the Specific Area Safety Procedure for Theatre Areas will be in effect.

8.2.3 CONDITION OF FLOORS.

Beware of the splintered floors. Special care must be taken not to splinter them further. Be aware of irregular floor surfaces.

SCENIC, LIGHTING, PAINTING, COSTUME, MAKE-UP, AUDIO, TV STUDIO LABS.

9.1 ACCESS.

Access to these spaces is limited to those who are a part of the activity or for whom permission has been granted. Due to the potentially hazardous equipment and materials in use and the special training needed to work in such areas, unauthorized persons pose a possible danger to themselves and others by entering.

9.2 TRAINING.

Specific training is required to work in these areas. Do not work without it. Instruction is given in class, by the supervisor, and by these and other instructions; be sure that you are aware of and know them all. Do not assume that previous training is sufficient or correct; discuss your previous training with your faculty or supervisor.

9.3 SAFETY EQUIPMENT/DEVICES.

USE THE SAFETY GUARDS AND DEVICES. FOLLOW ALL SAFETY RULES.
9.4 RESPIRATOR PROGRAM.
The Department of Theatre and Dance participates in the Office of Environmental Health and Safety’s Respiratory Protection Program for Students. The Program will require many students (and volunteers) to secure medical approval, to be trained in the use of respirators, and to use them when necessary. You will be notified by your faculty or supervisor if and when you are required to use a respirator.

9.5 SPECIFIC AREA SAFETY PROCEDURES.
Specific safety procedures have been published for each laboratory and the theatres. Be sure to have the procedures for the area in which you are working and that you understand everything before beginning your activity.

10 CLASSROOM-STUDIO CONCERNS.

10.1 INSTRUCTION.
Do only those routines and activities requested of you and for which you have been or are being trained. Do not assume that prior training is sufficient or correct. If in doubt as to the currency of your training, ask!

10.2 SPECIAL HEALTH CONDITIONS.
If you are sick, injured, under a doctor’s care, or "just not feeling well," tell your supervisor. The information will be kept confidential. Your activity may need to be modified; let your instructor help you decide.

BE SURE TO WARM UP BEFORE BEGINNING ANY MOVEMENT ACTIVITY!

10.3 DANCE FLOORS.
Street shoes, furniture or food are forbidden in dance studios. The rooms are to be kept as clean as possible at all times. The floor surfaces are fragile and must be protected against becoming splintered and/or slippery.

10.4 KEEP STUDIO DOORS LOCKED.
Keep all studio doors locked when not in use to prevent inappropriate and perhaps unsafe use of the rooms and to protect the facilities and equipment.

11 OUTSIDE THE BUILDING.

11.1 COMING AND GOING AT NIGHT.
Unfortunately, the campus is not completely free of crime. 
DO NOT WALK TO YOUR CAR ALONE AT NIGHT! The quickest and easiest way to obtain professional help for any type of emergency is to phone the University Police at 911. Blue Emergency Phones are located throughout the campus with direct access to the University Police. Look for the blue location lights. If you cannot find someone you know, or if you are alone, you may call Campus Police at ext.2515 (657-278-2515), or contact them through the blue light call box for an escort; they are pleased to help you.
11.2 PLEASE DON’T DRINK AND DRIVE.

12 BLOODBORNE PATHOGENS.

12.1 BLOODBORNE PATHOGENS PROGRAM. The Department participates in the Office of Environmental Health and Safety’s Bloodborne Pathogens Program. The basic procedures of this program are described in the following sections.

12.2 HAZARDS. It is possible to be exposed to life-threatening pathogens such as HIV and Hepatitis B virus by contact with blood of other persons. **ALL BLOOD SHOULD BE CONSIDERED HAZARDOUS.**

12.3 PRECAUTIONS AND PROCEDURE IN EVENTS OF SPILLED BLOOD.

12.3.1 Notify Campus Police (9-1-1) in event of serious injury. Notify faculty or supervisor.
12.3.2 Use rubber gloves from first aid kit when assisting injured. Do not allow any of the blood to touch you anywhere directly.
12.3.3 Do not dispose of gloves, bloody clothing towels, etc. in the ordinary trash. Your faculty or supervisor will dispose of the material properly or arrange to dispose of it. (Large amounts must be cleaned up by Physical Plant.)
12.3.4 Wash your hands after removing gloves.
12.3.5 Small amounts of blood from minor injuries should be cleaned up by the person whose blood it is. Clean-up materials should be disposed of properly by the faculty or supervisor.

12.4 IN CASE OF CONTACT WITH BLOOD.

12.4.1 Wash immediately and thoroughly with warm water and soap.
12.4.2 Notify your supervisor. Accident forms will be filled out.
13 SHELTER-IN-PLACE

If you are informed through one of the campus communication systems to Shelter-In-Place:

   Bring everyone inside a room and lock the door. Do not leave the room until given an "all clear" by the campus communication system or university emergency response personnel.

University Emergency Response Personnel include Police, Fire, Building Marshals, Community Service Officers (CSOs), Parking Officers, or Environmental Health and Instructional Safety personnel.

Campus Communication - The University uses multiple systems to notify the campus. These include, but are not limited to, the Fire Alarm Voice System, Emergency Notification System (external speakers), Telephone Emergency Notification System, Police vehicle public address, and others.