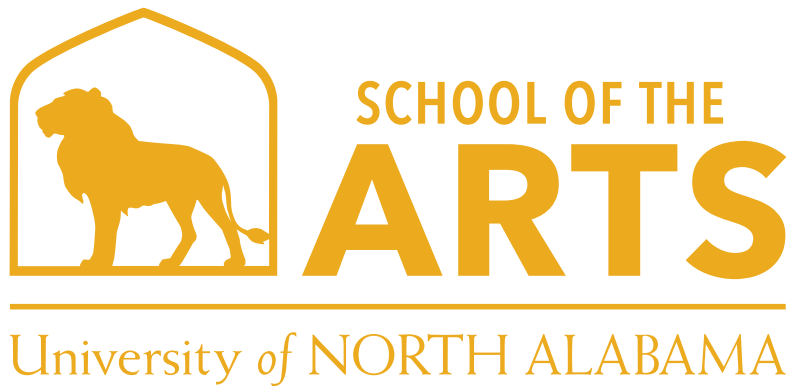


University of North Alabama

Norton Auditorium
Safety Protocols



Revised October 2018

FIRE SAFETY PROCEDURE

What to do in the event of a fire as an employee:

(Stage Right)

- If located on **stage right**, pull the fire alarm on the front wall of the proscenium.
- Alert all backstage performers and guide them to the **exit in the scene shop**.

(Stage Left)

- Alert all performers on stage immediately.
- Pull in the fire curtain located on baton 1.
- If actors/performers are using the dressing rooms, insure that all are notified.
- Use the exit at the bottom of the **stage left** stairwell.

(Front of House)

- If you are operating the **sound board**, stop all sounds and use the “god” mic to announce the following: “Ladies and Gentlemen, at this time we ask that you please use the emergency exit nearest to you to evacuate the building in a calm orderly manner”
- Proceed to assist people in exiting the building using any of the exits in the orchestra, mezzanine, or balcony sections.
- If you are operating the **light board**, use the master slider to turn on a stage wash and turn the house lights to full.
- Proceed to assist people in exiting the building using any of the exits in the orchestra, mezzanine, or balcony sections.

FIRE SAFETY PROCEDURE

What to do in the event of a fire as a patron?

- Know the location of fire alarms and exits near you.
- When the building evacuation alarm is sounded or when told to leave by the Norton Technical Staff, walk **quickly** and **calmly** to the nearest marked exit and alert others to do the same.
- Please assist the disabled in exiting the building.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there's no window, stay near the floor, where the air is more breathable and shout at regular intervals to alert emergency personnel of your location.

TORNADO OR INCLEMENT WEATHER:

What to do if you are an employee?

(Front of House)

- If you are operating the **sound board**, use the “god” mic to announce the following: “Ladies and Gentlemen, due to inclement weather, we ask that you please make your way to the front of the stage where a Norton employee will escort you to an area of refuge”. After this announcement, help escort patrons.
- If you are operating the **light board**, turn on the full stage wash preset and bring house lights to full. When that is complete, assist the sound board op in corralling and escorting patrons.

(Backstage)

- Alert all performers on stage and backstage immediately.
- Walk to front of stage and begin escorting people down the stage left and stage right stairwell and have them stand in the green room until threat is over.
- IF THE GREEN ROOM FILLS UP, begin escorting patrons into the **UNA Band Room**.
- If you are a **performer**, please remain calm and go to the stairwell marked “Area of Refuge” in the lobby of the George S. Lindsey Theatre.

What to do if you are a patron?

- Calmly make your way to the stage and follow all instructions given by the Norton Technical staff.
- Please assist the disabled in getting up and down any stairs.
- Remain in the area of refuge until told otherwise.

Note: Please **REMAIN CALM** as all emergency response efforts will require clear thinking and cooperation from everyone involved.

FLY RAIL SAFETY PROTOCOL

Loading and Unloading the Fly System:

- **At least three trained, certified people are required to load and unload;** two on the loading gallery and a supervisor on the stage to test the line set, call commands, and spot the line set as it comes in or out.
- **Always wear gloves** when operating, loading or unloading the counterweight system.
- When loading a batten, the batten should be as close to the stage floor as possible. **Lights or scenery should be loaded first**, then the proper amount of weight should be added to the arbor.
- When unloading a batten, the batten should be as close to the stage floor as possible. **Weight from the arbor should be removed first**, then lights and scenery can be removed.

- Always make sure that the deck is cleared of all persons before you load or unload an arbor from the gallery. This can be done by yelling “**clear the rail!**”. Don’t be shy. Await a response of “**Rail Clear**” before moving weights.
- Remember proper lifting body mechanics while lifting weights. Lift with your legs and keep your back straight and chin up.
- Line sets should always be kept in balance. When a load is out of balance and the position of the arbor is out of reach, “Sunday” (use a tie off and friction bar) the load and mark it “**DO NOT USE**”. Do not use the rope lock alone as it may fail.
- If an arbor is over-weighted and gets loose **DO NOT** try and stop it. Get out of the way and get everyone else out of the way. Make sure everyone else knows what’s happening by yelling “**HEADS**” or “**HEADS UP**”.

Operating the Fly System:

- Two trained people are required to operate the fly system, one to spot and one to operate the line set.
- Know what is on the line set before you open the lock to move it. Ask yourself “is this line out of weight or in weight?” If the line set is substantially out of weight and you open the lock, it is too late to do anything about it.
- Do not lower a line set if people are under the line set. Check this by yelling “**Batten coming in**”. Don’t be shy. Await the response “**Thank You**” before lowering. This lets you know that someone on stage is alert of the actions on stage.
- Never walk under a moving line set.
- If need be, call for “**Quiet on Stage**”. All commands need to be loud so as to be heard.
- If a line set should fall out of your control **DO NOT ATTEMPT TO STOP IT**. Get out of the way of it and make sure everyone else knows what’s happening by yelling “**HEADS**” or “**HEADS UP**”.

Set Shop Safety

Power and Hand Tools

Employees must be trained on the proper use of power and hand tools, including applicable safety features, guards, and the required personal protective equipment. While each tool has specific guidelines, the following are general safety guidelines for all tools:

- Follow all manufacturer instructions on the use and care of the tools.
- Never operate any power tools without wearing appropriate safety equipment for that tool (i.e. protective eyewear, earplugs, gloves, etc.).
- Inspect tools before use to check for any defects such as frayed wires or damaged hand tools. Remove defective tools from service and report findings to your supervisor.
- Never carry or hoist a power tool by its power cord.
- Unplug power tools before loading them, changing blades or bits, making adjustments, or cleaning them.
- Never use power tools on wet surfaces or in wet weather.

- Never alter or remove any machine or blade guards.
- Always be aware of your surroundings
- When powering up any tool always alert those around you to potential noise or debris.

Ladders

General safety guidelines pertaining to use of any shop ladders, including A-frame and extension ladders:

- Inspect portable ladders frequently, and maintain them in proper working order, free from oil, grease, or other slippery materials.
- Remove defective ladders from service and report the defect to your supervisor.
- Place ladders on stable bases, never use boxes, chairs, or other unstable surfaces in place of a ladder.
- Never use a ladder while alone in the facility.
- Never walk under ladders while in use.

Lifting and Material Handling

Back pain and injuries related to lifting and material handling are some of the most frequent types of injuries. Stage pieces are often awkward, heavy, or oddly shaped, which makes them difficult to lift properly.

Ask yourself these questions before lifting your load:

- Is it too large or heavy for one person to lift?
- Do you need a mechanical aid or partner?
- Are there any tripping hazards on your route?
- Will you be able to get through doorways or corridors as you are carrying the object?

Remember to wear supportive non-slip closed-toe shoes to help avoid a fall while carrying your load. In some cases, protective work boots with steel toe reinforcement and other safety features may be required. Discuss proper footwear with your supervisor or Campus EH&S Office. Follow these safe lifting techniques:

- Stand close to the load – Carrying an object as close to your body as possible will reduce the strain on your back and help maintain balance.
- Lift with your legs – Using your leg muscles helps keep your back better aligned, which will reduce the load on your lower back.
- Grip the load securely – Get a good handle on the load before you lift to avoid slipping. If the load starts to fall, let it go
- Lowering the load – Make sure you keep the load close to you, and use your legs while lowering the load to the floor.

Chemical Hazards

The key to safe chemical use is to understand the physical and health hazards of the materials you use, implement safe handling precautions, and recognize emergency/ first aid procedures.

Each chemical container has a manufacturer's label with the chemical name(s), hazard warnings, and the manufacturer's name and address. Labels must not be removed. If secondary containers are used, those containers must also be labeled with the information.

Each product will have a Safety Data Sheet (SDS) that contains the following:

- Physical properties
- Flammability and fire- fighting information
- Health hazards
- Emergency and first aid procedures
- Stability and special storage considerations
- Spill, leak, and disposal procedures
- Personal protection information

Your supervisor will identify which products will be used for the set construction. All employees will receive training on the location and content of the SDS; the required appropriate protection ; and the proper use, storage, and disposal of each product.

There are many types of paints, inks, pigments, and dyes used in the performing arts. While each product will have specific manufacturer's instructions, the following safety guidelines apply to all products:

Read the product labels and the SDS to help you identify the potential hazards of the product you are using.

- Know the ventilation requirements of the products you are using.
- Avoid ingestion of materials by not eating or drinking in your work area, and wash your hands before eating and drinking.
- Keep containers closed except when you are using them.
- Control ignition sources in areas where flammable liquids are used.
- Never puncture aerosol cans or expose them to high heat.
- Dispose of each product as directed by the manufacturer and in accordance with your Campus Hazardous Waste Management Program.
- Know and understand the chemical spill procedures for each of the products you are handling.

Housekeeping

Work areas can become congested during rehearsals and set construction. Clutter can contribute to slip and fall injuries or to being struck by objects and can be a significant hazard. Remember to clean up after each work session by placing trash in proper receptacles, avoid accumulating scrap lumber and materials and storing tools in the proper areas when not in use.

Storage of Materials

The proper storage of materials is extremely important to the safety of employees, students, performers, and audience. Storage procedures should comply with the following guidelines:

- Store flammable and combustible materials in the designated flammable storage cabinets.
- Store materials at least 18 inches below all sprinkler heads, and at least 36 inches horizontally from the sprinkler heads.

- Store materials at least 24 inches below the ceiling where sprinkler heads are not present.
- Never obstruct exits.
- Never obstruct access to firefighting equipment, such as extinguishers, hose stations, or alarm pull stations.
- Maintain a clear unobstructed space of at least 36 inches in all directions from electrical service equipment.

Power Saws

Common within all work areas of the prop shop is the use of various types of saws, such as table saws, circular saws, jig saws, and hand saws. All employees must receive documented training before operating any type of saw. Using a saw can be extremely dangerous if safe and proper operating procedures are not learned and followed. In addition to the codes of safe practices for specific types of saws, here are some general safety guidelines:

- Always talk to your instructor or supervisor if you discover a faulty machine or tool or if you are not fully qualified to operate the machine or tool.
- Wear the proper Personal Protective Equipment (PPE): Safety glasses, goggles, and, when necessary, a face shield. Note: the use of a face shield by itself does not qualify as wearing appropriate eye protection.
Hearing protection devices when power tools and woodworking machines are in use even if you are not the operator. Appropriate shop attire when using hand and power tools including full-length pants (or equivalent) and closed-toe shoes. Tight-fitting work gloves only for handling materials. Never wear gloves while working with power tools.
- Remove rings, watches, necklaces, other jewelry, and loose clothing and leave them in your purse or backpack.
- Restrain long hair to keep it away from machinery, tools, and points of operation.
- Inspect tools and machinery prior to starting to ensure they are safe to use.
- Immediately shutdown damaged machinery and power tools, and report it to your supervisor.
- Shut off and disconnect all power tools and machinery from their power source prior to making adjustments or changing out components; wait for the machine/tool to come to a complete stop.
- Never leave machinery or power tools running unattended.
- Sweep up and clean away saw dust and scraps as needed throughout the work process to keep the floor free of slip, trip, fall hazards and the work area clean. Sweep and clean again prior to leaving the area.
- Keep saws in good condition. Keep them sharp and clean for optimal performance. Follow manufacturer instructions for lubricating and changing accessories.
- Never operate the saw while under the influence of drugs, alcohol, or medication that could impair your judgment or motor skills.

Lighting Safety

Working with performing arts lighting can be a **dangerous activity**. Conducting operations such as hanging lights, sometimes in the dark, with high-voltage electricity has the potential to cause a variety of accidents and injuries such as falls, electrocution, and injuries from falling objects. In addition, lighting equipment is heavy and can cause significant injuries if mechanical aids or proper lifting techniques are not used. Please refer to the following for safety guidelines relating to lighting equipment:

Using Extension Cables

Never work on an extension lead until you are satisfied that it is isolated from the mains. Never use an extension cable that has a damaged outer sleeve. Support the weight of a hanging extension lead so that there is no strain on the cable clamp. Cables should be routed, taped down or covered to avoid people tripping over them. They should not be nailed, stapled, or tacked to wood or attached to metal pipes or other metal materials.

Plug Wiring

Regularly check the wiring of all plugs. The cable clamps should hold the cable outer sheath firmly; the color code should be correct, and to the latest standard: brown (live); blue (neutral); green & yellow (earth). The wires should be fully inserted, and the terminals must be tight.

Always Unplug

Never open a luminaire whilst it is plugged in to a power socket. Even if you switched the circuit off before you climbed the ladder, someone else could have switched it back on unexpectedly.

Safety Chains

Always fit a safety chain directly between the luminaire and the bar or suspension point. Never rely on just a hook clamp or bolt. Also ensure that accessories such as barndoors, color frames and color changers are secure and cannot fall out of the guides.

Lamps

Always wait a few minutes before removing a lamp or gobo holder from a working spotlight. They will be extremely hot for several minutes after the light has been switched off. Also, there is a small, but real risk of a tungsten halogen lamp exploding when it is very hot. Dispose of old lamps with care. Don't vibrate lamps that are on; the filament sections can touch together and burn out. Never use a higher wattage lamp than is specified for the spotlight.

Trailing Cables

Always ensure that extension cables are tidy, and are not left trailing across an entrance on stage. It is particularly easy to trip over a trailing cable in the darkness, and if that cable is connected to a spotlight on a tripod stand, it could cause injury.

Hanging/rigging

If you inadvertently drop anything whilst rigging shout "HEADS!", as this is a universally understood warning.

Fire Risks

Performing arts lighting equipment may burn hot, and the lenses used in the lights can magnify the heat. Make sure you use only approved equipment to modify your lights; using unauthorized materials to rig lighting colors or change the shape of the light can put you at risk for electrocution or severe burns. Make sure any sources of heat, such as very hot lights, are placed well clear of anything that could ignite, including paper, plastic, flammable furniture, and draperies. Your prevention training will provide you with critical information about the auditorium's fire protection systems, including the use and location of fire extinguishers.

Electrical Risks

There are inherent electrical exposures while working with lighting instruments. Performing arts lighting uses a lot of electricity, and the risk of electrocution is high. Lighting equipment must be checked regularly for worn areas and exposed wire that might put an employee at risk for electric shock. Do not ignore even a slight tingle when you feel this sensation while handling a lighting instrument, cord, or component of the equipment. This tingle is an indication that something is wrong, and you may be at risk of exposure to a more significant electrical shock. Inform your supervisor of this condition and correct the issue before it becomes a major problem.

Patron Awareness

Some special effects and special features of the performance may pose a hazard for patrons.

It is essential the patrons be notified in advance.

1. Ensure signs are posted in the lobby advising patrons of the planned use of:

- Strobe lights
- Laser lights
- Pyrotechnic effects
- Live animals

2. Ensure signs are posted in the lobby advising patrons of the prohibition of:

- The use of flash photography
- Video recording
- Food in the auditorium
- Beverages in the auditorium

3. Ensure informational signs are positioned to ensure patrons see the notice prior to entering the auditorium but not in a manner that obstructs or obscures the exit pathways.

Facility Conditions

The facilities must be checked for cleanliness and the absence of slip, trip, and fall hazards:

- 1 Ensure entry rugs are level and do not pose trip/fall hazards.
- 2 Ensure the lobby door is dry and will remain dry as the patrons arrive, provide extra entry mats if necessary.
3. Ensure the exterior of the entry way and sidewalks are free of wet leaves, twigs, gravel, sand, wet grass clippings snow and ice.
- 4 Ensure the restrooms are:
 - Clean
 - Dry – no water on the doors
 - Safe – toilet seats are secured and stocked with:
 - Soap
 - Hand drying materials or functioning dryer machines
 - Toilet tissue
5. Ensure cleaning tools and materials are immediately accessible should it become necessary to clean up spills or respond to patron illnesses.

Norton Auditorium Lock-up Procedure

- Confirm that all lobby doors and all 4 airlock doors are closed/locked and barred.
- Shutdown sound and light boards, and make sure they are covered with protective dust cover.
- Take cyclorama and legs out to at least above head height.
- Confirm both sound and lighting closets are closed and locked.
- Turn off Stage Works, Stage Right, Stage Left lights on touchpad. Also, confirm that all breakers (Red Plot Power, Cyc Lights, Spot Booth, etc.) are turned off.
- Make sure all lights downstairs are switched off. (Dressing rooms and Greenroom)
- At the breaker box, switch off all breakers marked with orange tape. (Speakers and Stairwell Lights)
- Make sure all doors to set-shop are closed and locked. (Exterior door next to paint room, both double doors, garage door, and door next to spiral staircase)
- Turn off all set-shop lights.