

# SAFETY INFORMATION SHEET

## DIRECTING CLASSES – GENERAL SAFETY

### WHAT THIS SHEET APPLIES TO

In-class and after-hours participation in Theater 328 (Directing) by faculty and students. Spaces covered include the Benedicta Arts Center, SBH, and ad hoc rehearsal spaces.

### RISKS INCLUDE

Physical and vocal damage due to improper warm-up procedures; accidental injury due to slips and falls or heavy lifting; illness due to poorly controlled temperature in rehearsal spaces; injury due to obstacles in the space or poor lighting; injury due to badly choreographed movement; injury due to inappropriate rehearsal clothing.

### GUIDELINES, RULES, & PROCEDURES

1. No movement or voice work should be attempted without an appropriate warm-up.
2. Event supervisors (student or faculty) should make certain that the space is unobstructed and well lighted.
3. Event supervisors (student or faculty) should make certain that the floor is clean and dry. This is especially true if actors must work in bare feet (discouraged).
4. All participants, including non-class acting volunteers, should familiarize themselves with the particularities of the rehearsal/performance space.
5. Anyone who takes a rehearsal space into complete darkness must inform participants that it is about to happen.
6. No individual should attempt to move heavy furniture without assistance.
7. Participants with special health concerns must inform the event supervisor.
8. All militant movement (Stage Combat) in student-directed scenes must be approved by the instructor.
9. No weapons are permitted. Period.
10. Appropriate footwear and clothing should be worn at all times.
11. No flames of any kind (including cigarette lighters) are permitted.
12. Know the location of the nearest first-aid station, phone, fire extinguisher, fire alarm pull station, and fire exit at all times.
13. Rehearsal space should be left in the condition in which it is found, or better.

### FOR FURTHER UNDERSTANDING

**EMERGENCY- Contacts: CSB Security at 5000 or 9-911. SJU Life Safety at 911 or 2144**

To report injury that occurred while working for compensation, supervisor/employee use the [incident report form](#) and submit completed report to Human Resources, preferably within 24hours.

To report injury that occurred at non-compensated work e.g. Class activity, supervisor/student use the [academic injury report form](#) and submit completed report to Environmental Health & Safety office.