

# SAFETY INFORMATION SHEET

## FIRE PROTECTION & FIRE SAFETY

### WHAT THIS SHEET APPLIES TO

Anyone working in the Benedicta Arts Center or the Stephen B. Humphrey Theater

### RISKS INCLUDE

Personal injury, injury to others, damage to equipment and facilities.

### GUIDELINES, RULES, & PROCEDURES

1. Know the location of the nearest phone, fire blankets fire extinguisher, fire alarm pull station, and fire exit at all times.
2. Approved ABC fire extinguishers must be inspected at regular intervals and must be clearly accessible.
3. Smoking is not permitted in any Buildings.
4. Smoking and live flame should not be used on stage unless approved by the Technical Director.
5. Each production company will discuss fire safety and walk-through the facility at the first rehearsal to cover essential fire safety information.
6. Each production team will review potential risks and establish a plan for minimizing these risks.
7. Each production company will practice, at least once, an evacuation plan during the technical rehearsal process in the event of a fire during performance.
8. Fire extinguishers, aisles, stairwells, and approved exit doors should be checked by the Events Manager prior to each performance. A printed checklist should be used and kept on file in the Box Office.
9. The theaters, rehearsal rooms, and shops spaces should be kept clean of flammable debris at all times.
10. Flammable liquids and aerosols should be stored in approved storage cabinets.
11. Lighting units and cable should be kept in proper order and non-UL listed lighting equipment should only be used on stage with the Technical Director's approval.
12. Stage scenery: All wood surfaces, fabric, and other combustibles should be treated with approved flame retardant or painted.
13. Stage drapery: All stage draperies should be treated with a flame retardant material or be inherently or permanently flame resistant. These draperies must display notification of compliance.

### 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.