

SAFETY INFORMATION SHEET

HOUSE MANAGEMENT

WHAT THIS SHEET APPLIES TO

House Management staff working in the Box Office

RISKS INCLUDE

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

GUIDELINES, RULES, & PROCEDURES

1. All Box Office staff and volunteers must complete training with the Events Manager on theater protocol, evacuation procedures and first aid assistance.
 2. An Events Manager and sufficient ushers must be designated in advance of each production.
 3. The Events Manager must know the location of the nearest fire alarm pull station, telephone and emergency phone, and the whereabouts of all fire exits and fire extinguishers.
 4. A first aid kit will be kept in the Scene Shop to assist with minor medical attentions of injured persons.
 5. A permanent notice will be posted in the lobby, stating that no food, drink, flash photography or video recording is allowed in the Theater.
 6. There shall be no standees allowed in the theater. Aisles and exit ways shall not be blocked at any time by tripods, backpacks, or strollers. No person(s) may be seated in aisles or exit ways.
 7. Ushers will use flashlights to seat patrons who enter or exit the theater when house lights are dimmed.
 8. In case of fire the ushers will assist patrons to the nearest exit of the building.
 9. A notice will be posted in the lobby prior to each performance, stating the use of atmospheric effects (fog), or strobes.
 10. The Events Manager will call the Stage Manager and notify them that the theater is being evacuated and call Security or Life safety to report the emergency.
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FOR FURTHER UNDERSTANDING

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

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.