

# SAFETY INFORMATION SHEET

## STAGE MANAGEMENT

### WHAT THIS SHEET APPLIES TO

Anyone involved in stage management or assisting in stage management during rehearsal periods and performance (including one-night events).

### RISKS INCLUDE

Cuts & scrapes, falling, foot & ankle injuries, injuries from misusing equipment, injuries resulting from moving in low-lighting situations, panic & tragedy in public emergency situations.

### GUIDELINES, RULES, & PROCEDURES

1. Be prepared. Know the locations of all first aid kits, fire extinguishers, fire blankets, fire alarm pull boxes, emergency exits, and phones. Convey this to the cast and crew.
2. Sweep, and damp mop, the stage floor before every rehearsal & performance. Make sure all nails, screws, splinters, etc. are cleaned off the floor
  - especially if performers are supposed to be bare foot.
3. Remind cast to wear appropriate footwear during rehearsal and to avoid sandals, clogs, or other footwear that does not give adequate footing. If required to go barefoot, cast members should not be allowed to use the Scene Shop as a crossover until the Technical Director approves the shop as safe for this use. Cast members must also be reminded that they are not allowed out of the rehearsal space with bare feet.
4. Before using any stage platform, traps, stairs, ladders, or rigging in rehearsal consult with the Technical Director about stability and other safety concerns. Have performers walk the set slowly to get acquainted with the space before the rehearsal begins.
5. The stage should be marked with spike tape and running lights should be in place prior to the first rehearsal with stage lights.
6. If firearms are used in a production, there must be written instructions about loading, testing, and firing such devices approved by the Technical Director, and Production Manager.
7. If a strobe or other flashing light is used during rehearsal, make sure individuals with epilepsy or other similar neurological disorders are informed beforehand. Flashing lights can trigger seizures.
8. Discuss and rehearse evacuation plans with the cast and crew. Discuss safety precautions should live flame be used.
9. All accidents no matter how minor must be written up on an academic accident report available on the EHS website under forms.
10. See also the *Safety Information Sheets* entitled “Main Causes of Accidents”, “General Safety Guidelines”, and “Fire Protection”.

### 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.