SAFETY INFORMATION SHEET

FIRE PROTECTION & FIRE SAFETY

WHAT THIS SHEET APPLIES TO:
Anyone working in any area of the department of theatre.

RISKS INCLUDE:
Personal injury, injury to others, damage to equipment and facilities.

GUIDELINES, RULES, AND PROCEDURES:

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• Know the location of the nearest phone, fire blankets, fire extinguisher, fire alarm pull station, and fire exit at all times.
• Approved ABC fire extinguishers must be inspected at regular intervals and must be clearly accessible.
• Smoking is not permitted in any building. Smoking is not permitted in costumes unless approved by the Costume Shop Manager.
• Smoking and live flame should not be used on stage unless approved by the Technical Director.
• Each production company will discuss fire safety and walk-through the facility at the first rehearsal to cover essential fire safety information.
• Each production team will review potential risks and establish a plan for minimizing these risks.
• Each production company will practice, at least once, an evacuation plan during the technical rehearsal process in the event of a fire during performance.
• Fire extinguishers, aisles, stairwells, and approved exit doors should be checked by the House Manager prior to each performance. A printed checklist should be used and kept on file in the Box Office.
• The theaters, rehearsal rooms, and shops spaces should be kept clean of flammable debris at all times.
• Flammable liquids and aerosols should be stored in approved storage cabinets.
• Lighting units and cable should be kept in proper order and non-UL listed lighting equipment should not be used on stage without the Technical Director’s approval.
• Stage scenery: All wood surfaces, fabric, and other combustible should be treated with approved flame retardant or painted.
• 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:
See the Technical Director’s web site for textual and internet resources
www.fau.edu/~shorrock

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