

RUTH ASAWA SOTA THEATRE DEPARTMENT

STUDIO THEATRE

SAFTEY MANUAL

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***(DO NOT REMOVE FROM STUDIO THEATRE
LIGHTING BOOTH)***

RUTH ASAWA SOTA THEATRE DEPARTMENT

STUDIO THEATRE

POLICIES

General Safety Policy

Safety Philosophy

It is the policy of this school that general safety procedures indicative to the theatre industry are followed within the studio theatre in order to maintain a safe and healthy environment. This includes controlling and minimizing hazards inherent in the theatre through proper training, equipment maintenance, the dissemination of appropriate information, and enforcement of policies and procedures. Failure to follow required safety rules may result in immediate and possibly permanent removal from a given activity or production.

General Safety Policy

A high school theatre contains many mechanical, electrical and other physical hazards, which constitutes a risk of injury or in extreme cases, death, especially to those unfamiliar with the procedures and practices of the industry. Therefore the following policies apply to students, parents, volunteers, non-qualified district employees, outside users and other non-qualified individuals (all hereafter referred to as “**Users**”), and audience members:

Users may not enter the theatre unless an authorized school and theatre employee (all hereafter referred to as “**Technicians**”), is in attendance, even if the doors are unlocked.

Only users, who have been trained and have turned in a signed by parent and student liability waiver form may go up to the grid, or use the tools and equipment in the scene shop. Users may not operate or ride in the Genie lift or climb a ladder.

All cables crossing a stage deck, back stage, grid, aisle or other walkway must be securely gaff taped down so as not to present a tripping hazard.

No one, other than Cast and Crew directly involved with a performance, shall be allowed backstage during any performance, between the time the house opens and until such time that the work lights have been turned on after the end of the performance.

No one shall be permitted to work alone in the theatre. In case of injury or incident, there must be another person present to render aid or seek assistance.

The Safety Announcements provided by the theatre management must be read to the entire cast, crew and other Users upon initial assembly in the theatre.

Reporting Safety Concerns

It is the policy of the Asawa SOTA Theatre Department that no safety concern is trivial and that contributing to the health and safety of all is everyone's responsibility. All theatre personnel, teachers, students, and other Users are encouraged to report any concerns to the Technicians, without fear of retribution.

Any perceived safety concerns or hazards, large or small, MUST be reported to the theatre Technician in charge, who shall take steps to correct or report the problem.

Medical emergencies, Accidents and First Aid

If any injury, accident or other incident is serious or life-threatening call 911 immediately. Render whatever first aid can be applied until emergency services arrive to relieve you.

If an injury, accident or other incident occurs during the school day, choose an individual to go to the front office and inform them and to get the school nurse.

Never move a person suspected of serious injury unless it is a life-threatening situation such as a fire. Attempts to move an injured person can cause further injury, especially to the spine and neck. Try to keep the injured person warm and still.

Wounds should be washed and dressed. Several first aid kits are located throughout the theatre (as noted below). All theatre staff, custodians, teachers and school administration have keys to these areas. During rehearsals and performances, the booth is unlocked, but the shop and classrooms may not be.

All injuries, accidents and other incidents must be promptly reported to the theatre Technicians.

Location of First Aid Kits

Location of Eye Wash Station

The theatre also has:

Fire hose - _____

Emergency defibrillator - _____

A Bodily Fluid Disposal Kit - _____

FIRE

In the event of a fire:

Activate the fire alarm.

If the fire is small and contained and you know how to operate a fire extinguisher and can extinguish the fire without endangering yourself and others, you may choose to, but are not required to, attempt to put out the fire. If the fire cannot be extinguished within the first 10 seconds, leave immediately.

If the fire is large and spreading, leave the fire area and prevent the fire's spread by closing the doors behind you if possible. Do not attempt to close the main curtain if it endangers you or others.

Evacuate the building and await the arrival of the fire department. Try to account for everyone who had been inside the building.

Do not re-enter the building until you are told to do so by a member of the fire department.

Location of Fire Alarm Pulls

Location of Fire Extinguishers

Fire Use for Productions

Asawa School of the Arts does not allow flame of any kind in the theatre. The only exception may be the use of flash paper, but the use must be authorized and supervised by a theatre Technician. Should flash paper or any open flames be in use, at least one crew person shall stand by offstage with a fire extinguisher at hand the entire time the open flame is present, and that shall be that persons sole duty at that time.

Smoking Rules

Smoking is prohibited by the San Francisco Unified School District on the school campus at any time. Only smokeless, powder- or water-vapor "stage cigarettes" and "stage-cigars" may be used in a production.

Prop Weapons (this is take very seriously by the San Francisco Police Department)

District policy prohibits the carrying, possession or use of a firearm - or anything that looks like a firearm- on school premises, which includes, but is not limited to, guns, knives and swords. Prop weapons are permitted in the theatre for the purposes of use during rehearsals and production only. Prop weapons are not toys, therefore the following procedures must be followed:

The theatre Technician must be informed prior to the event if the event includes the use of any prop weapons.

If you will be bringing a prop weapon to the theatre for the use in your event, the theatre Technician or other district employee must meet you at your car and accompany you to the theatre. (This is so that you are not put in the place of being mistakenly accused of having a weapon upon on campus, between your car door and the theatre door.)

Prop weapons shall only be available when required for a rehearsal or performance. Only the performer who is using the prop weapon, the Props Master, assigned Weapons Handler, event manager, or theatre Technician shall handle any prop weapons. If your character does not use the prop weapon, do not touch it.

All prop weapons shall be treated as real weapons; handle prop guns as if loaded, and handle prop knives and swords as if they are sharp. All prop weapons shall be secured in a locked room or locked cabinet when not in use.

The school shall be held harmless from injury or death resulting from the use of prop weapons.

If Blanks are fired, signs must be posted where all the audience can see that "A GUN IS USED IN THIS PERFORMANCE."

Stage Combat

The theatre Technicians must be informed prior to the event if the event includes stage combat. All stage combat shall be practiced under the supervision of a Fight Director or appropriately trained individual. All stage combat shall only be performed by those specifically trained by a professional. No stage combat shall be practiced or performed outside of the rehearsal or performance area, or outside of rehearsal or performance times. The school and its employees shall be held harmless from injury or death resulting from stage combat.

Live Animals

Live animals are not permitted on the theatre premises.

Audience Safety and Etiquette

The Audience Information Announcements provided by the theatre must be included in your announcements to the audience at the start of every performance.

Studio Theatre Safety Etiquette for Performers and Event Crew

THEATRE TECHNICIANS MUST BE PRESENT DURING ALL USE OF THE THEATRE.

**TECHNICIANS & STUDENT CREW CAN BE IDENTIFIED BY THEIR BADGES OR T-SHIRTS -
ALL USHERS MUST RESPECT THEIR AUTHORITY**

House

No food or drinks.

Please do not climb over or put your feet on the seats.

Once the house is open, during intermission, and after the show, please don't peak around the curtains or proscenium arch or walk on to the stage, or walk into the house from the stage.

STAGE

Please do not touch or play with the drapes. Oil from your fingers can compromise the flame retardant finish.

Don't go up to the grid, even if the door is open. Unless it is a part of your act and have signed a waiver.

Please only use approved tapes in the theatre. (If unsure, please ask first.)

No one, other than cast and crew directly involved with a performance, shall be allowed or invited backstage during any performance, between the time the house opens and until such time that the work lights have been turned on after the end of the performance. Performers and crew who wish to meet audience members after the show, should arrange to meet them in the lobby.

IF A CYC IS IN USE: do not cross behind the cyclorama - it causes ripples.

PERSONAL BEHAVIOR

Any student or crew provided by the event must wear closed-toe solid shoes and black/dark clothing.

No bare feet, socks or slippers in any area of the facility. The exception is if it is a part of your character to be bare-footed or in socks or slippers, and then only when on stage. At all other times please wear shoes (even to walk to backstage).

Unless you are about to make an entrance, please don't wait in the wings or backstage. You may be seen the audience, and you will be in the way of other actors trying to make an entrance, and in the way of the tech crew. **IF YOU CAN SEE THE AUDIENCE, THEY CAN SEE YOU.**

If there is a blackout at the end of your act while you are still on stage, hold your pose until lights are completely out. Only then should you move off stage.

TECH REHEARSALS

The purpose of your Tech Rehearsal is so that the Technicians and crew can learn your show. You've been practicing, now it's their turn. In order to provide you with the best technical support, we ask that, if at all possible, you rehearse your show in show order under show conditions.

- There will be a lot of stopping during your Tech Rehearsal while the Technicians record cues, make notes and practice their "parts".
- The lights may change or go to blackout in the middle of your act - keep going unless asked to stop. If you are backstage and the stage goes black, stop moving until the lights go or again and you can safely see.
- If sound levels change, go silent, or if there is feedback - keep going unless asked to hold or stop.
- And please don't be offended if we cut you off in the middle of your act - it's only because we are done teching it. Your Tech Rehearsal is for your technicians; your part should already be prepared by this point and you may not have time to rehearse during a Tech Rehearsal.

AFTER YOUR SHOW

There are Strike Check Lists posted backstage. Before you leave please be sure that any dressing rooms and backstage areas are left clean.

Basic Safety Policies for Studio Technicians and Student Crew

Never work in the theatre alone.

Do not operate any equipment or perform any tasks for which you have not been trained.

Student crew may not operate any equipment or perform any tasks unless you have a signed liability waiver on file and you have been trained and a Technician is supervising.

Unplug equipment and instruments before: changing a lamp, trouble-shooting, repairing, or other activities requiring caution.

All cables crossing a stage deck, back stage, grid, aisle or other walkway must be securely gaff taped down so as not to present a tripping hazard.

Remove all loose items in your pockets before going into the grid.

Do not stand on anything - chairs, ladders, etc. - in the grid.

Know the location of fire extinguishers and first aid boxes.

Always return tools and supplies to their proper place and leave work areas clean.

When on headset, don't talk during a standby. When on headset, don't say anything you don't want the world to know.

When going off headset, announce "Name going off headset", Turn off the talk button before you set the headset down. When returning to the headset, announce "Name on headset".

Technicians and crew members may eat and drink in the booth, at the light or sound board, or at the production tech table if they are working a rehearsal or show and are not able to leave for more than two hours (if a mess is left, this privilege may be revoked.)

Always follow, and enforce with others, the safety and etiquette rules posted in the theatre, and listed in the Safety Manual.

Responsibilities of the Outside Event User

1. **Supervision:** The User shall assume full responsibility for the supervision of their activity, as well as the conduct of all attendees and participants. Persons will not be admitted to the facility until theatre Technicians are present.
2. **Tobacco, Alcohol, Weapons:** The use of tobacco, alcohol and weapons are not permitted on school property. (The only exception is a prop weapon that is being used in a performance. The prop weapon must be viewed and by the theatre Technician before it is brought into the building.)
3. **Set-Up:** The User is responsible for set-up of the event(s), under the supervision of the theatre Technician(s) required production preparation. The User may not make adjustments to heating, light or furnishings/equipment without prior approval. No decorations or application of material to the walls or floors will be allowed without permission of the theatre Technician.
4. **Clean-Up:** The User is responsible for clean up and must leave the facility in a clean and orderly condition with all furniture in the same location it was found.
5. **Large Events:** Large events require at least one Production Meeting with the theatre Technician(s) to determine the appropriate staffing, parking needs, fees and facilities for the event.
6. **Performance Rights, Licenses, and Royalties:** The User must agree to obtain all necessary performing rights and licenses and to pay any applicable royalties and other fees as they pertain to the event.
7. **Safety:** The school does not allow flame of any kind in the theatre. All materials and props must be self-extinguishing. Fog machines and equivalent are not permitted. All participants shall wear solid closed-toe shoes, sandals or bare feet are a part of performance.
8. **Hanging Drops, Signs, Etc.:** If the User wishes to hang any drops or set pieces in the theatre they must submit a Liability Waiver for each participant. A theatre technician must supervise the process. The User is responsible for providing their own rigging hardware, and for ensuring that it is correctly attached, according to OSHA Theatre Rigging standards. The User agrees to hold harmless and indemnify the school from breakage or falling of drops, signs, etc.
9. **Tapes:** Only tapes approved by the Theatre Manager or Theatre Technicians may be used on walls, floors or other surfaces of the theatre.
10. **Cables:** All cables crossing a stage deck, back stage, grid, aisle or other walkway must be securely gaff taped down so as not to present a tripping hazard.
11. **Food and Drinks:** No food or drinks are permitted on stage (unless part of a performance) or in the house.
12. **Live Animals:** Live animals are not permitted in the facility.

Site Supervision Policies for School-day Events
For a Theatre with Audio Lights/Sound/A-V Systems

A TEACHER OR ADMINISTRATOR MAY SUPERVISE SCHOOL EVENTS IN THE THEATRE WHEN THE EVENT:

- is on the apron, requiring only the main curtain to be traveled only,
- is on the full stage but does not need any drapes moved or adjusted unless an adult or student, who has a signed liability waiver on file, is under the supervision of the teacher or administrator,
- only needs the use of the wireless handheld mic(s) for a speaker on stage,
- only shows a movie/video/PowerPoint presentation,
- uses sound (music or special effects sound) from an iPod or CD, which requires hook up to, and control from, the 'auto' system,
- only needs a general stage wash of lights (on all the time), and house lights, that can be turned on from the preset on the stage manager's panel, (please note: if the houselights are dimmed or out for any part of the event, the aisle safety lights must be turned on,
- otherwise does not require: access to the booth, use of the sound board, use of the light-board, any draperies to be moved (other than the main curtain to be traveled close).

Please note: the supervisor is responsible for clearing the stage deck, turning off all the lights with the exception of turning on the Work Lights, and locking all the interior & exterior doors at the end of the event.

A LIGHTING TECHNICIAN MUST BE PRESENT FOR SCHOOL EVENTS IN THE THEATRE WHEN THE EVENT:

- has light cues (blackouts, different "looks") that require access to the light board,
- needs lighting instruments to be re-hung, refocused, patched or gelled for a specific function,
- requires access to the grid in order to access lighting instruments and/or equipment,
- otherwise requires use of the house lighting system,
- will be bringing in an independent lighting system for use during the event.

A SOUND TECHNICIAN MUST BE PRESENT FOR SCHOOL EVENTS IN THE THEATRE WHEN THE EVENT:

- shows a movie/video from the house projector or supplied projector, which requires entry into the booth and hook up to the sound board,
- uses sound (music or special effects sound) from an iPod or CD, which requires hook up to, and control from, the sound board,
- has a band and/or choir (or other group of more than one person and/or instrument) performing, which needs more than the hand-held mic(s) set up and needs access to the sound board,
- has a full stage performance requiring the overhead mics, access to sound board and/or headset mics,
- otherwise requires use of the house sound system,
- will be bringing in an independent sound system for use during the event,
- A second Technician may need to be present backstage if the event requires use of wireless mics.

A STAGE/RIGGING TECHNICIAN MUST BE PRESENT FOR SCHOOL EVENTS IN THE THEATRE WHEN THE EVENT:

- uses the full stage, and needs to hang stage drapes, masking, drops or decorative pieces (*exception: If the User has been trained to do this by the theatre Technician(s), and/or if there is a sound and/or lighting technician present who will take care of setting the drapes at the beginning of the event and striking the drapes at the end of the event*),
- uses the full stage, and requires drops or drapes to be moved during the event,
- otherwise requires items to be rigged,
- requires access to and/or use of the scene shop,
- will be bringing in large set pieces for use during the event.

Please note: if you have student crew members who would like to operate the equipment under the guidance of the theatre Technicians, please let the theatre Technician(s) know if you have interested students who would like to help run your event (they do not have to have had prior experience in technical theatre, but should be quick-learners and be responsible). All students and outside events participants must both sign a waiver and receive training from a theatre Technician.

Noise Level Policies for Users

This page of this Safety Manual is to inform all staff, students, volunteers, and theatre Users about the hazards related to noise exposure.

WHY

- Exposure (sudden or repeated) to high noise levels can cause temporary or permanent hearing loss.
- Loud noises can also cause an accident if its difficult to hear a warning signal.

HOW LOUD IS TOO LOUD?

If you have to shout to be heard, noise may be an issue in the theatre.

Noise is measured in decibels (dBA), which are units of sound pressure. Decibels are measured on a logarithmic scale, which means a small change in the number of decibels is a large change in noise level. Exposure to noise levels should be kept below 85dBA.

HOW LOUD CAN IT BE WORKING IN A THEATRE?

- A table saw in your scene shop has a noise level of over 100dBA.
- Musical instruments in your orchestra have noise levels up to 135dBA.
- A sound technician who is working at a sound board in the middle of a house during an event can be exposed to sound levels as high as 85dBA for applause.
- A sound technician checking sound cues through headsets, or technicians on communication headsets who are trying to hear over applause and music are forced to turn headset levels up higher than 8SdBA.

HOW CAN EXPOSURE TO NOISE LEVELS BE CONTROLLED?

Typical precautions include:

- Make sure that items that make a loud noise are well maintained and replaced when they get too old.
- If purchasing new equipment and tools, be aware of noise levels and choose the best noise level possible.
- Limit the amount of time students and other users spend working at a noise source.
- If possible, relocate students and others who are not working at the noise source to another area while the noise source is in operation.
- If it's not possible to relocate, create as much space as possible between bystanders and the noise source.
- Place speakers on stands instead of on the floor. Low frequencies prefer to travel through solid surfaces, so speakers in on a stand allow low frequencies to travel through the air, therefore they are louder, which allows the balance of the overall sound to be reduced.
- Aim speakers so that performers are not exposed to the open backs. Use baffles as needed.
- Wear suitable Hearing Protection Devices (I-IPDs). These may be ear muffs or ear plugs. These can be used when it's not feasible to implement the above precautions.

Work Lights Policy

All rehearsals, classes, set building and cleaning on stage should be conducted with work lights only.

The purpose of work lights are to provide light for rehearsals, classes, set building, cleaning, and any use other than an actual tech rehearsal, production or event.

- Please be aware that HID work lights will have a bit of warm up time. If you turn them off and on again, they also have an added cool down time before they will turn back on again.

Do not use the production lights for rehearsals, classes, set building, cleaning.

(WHY: Bringing up a general stage wash with the production lighting instruments can be over 20,000W of power usage (which doesn't include HVAC costs). Also, the lamps (light bulbs) cost about \$20 each, and sheets of gel (color filters) - which burn out faster the more the lights are on - are \$8 per sheet. Not to mention the cost of the labor to replace lamps and gels. It is not cost-effective to use production lights for anything other than a production/event in front of an audience).

Fog Machine and Stage Cigarette Policy

Most smoke detectors are designed to measure particles in the air and risk being set off if the smoke level from a fog machine or the vapor from a stage cigarette gets too high on stage. Therefore smoke machines and hazers are not permitted in the theatre. Dry ice and ground fog may be safe as they tend to gravitate downwards.

If you chose to use dry ice, ground fog or stage cigarettes, you do so at your shows own peril. If they set off the fire alarm, the theatre must be completely evacuated (performers, crew, staff and audience), and permission must be given by the Fire Department before anyone can re-enter the building. In that case, your show will most likely be shut down for the remainder of that performance.

Signature of User Representative

Date

Indicates that this notice has been read
and that User accepts all risks.

Strobe Light Policy

Signs must be posted where all the audience can see that “A STROBE LIGHT IS USED IN THIS PERFORMANCE.”

Strobe lights should not be directed at the audience.

RUTH ASAWA SOTA THEATRE DEPARTMENT

STUDIO THEATRE

PROCEDURES

Theatre Etiquette Announcement for Classes, Auditions, Rehearsals and Other Non-performance Use of the Theatre When Technicians are not Present.

Please make these safety announcements to your entire group

TO THE USER IN CHARGE: These are abbreviated safety rules.

It is your responsibility to familiarize yourself with the full safety rules and to enforce them.

No food or drinks in the theatre.

Do not put your feet on the seats, the arms of the seats, or on the back of the seats in front of you.

No bare feet, socks, flip-flops or slippers in any area of the facility. Plan to wear closed-toed shoes.

No running on the stage, in the house or backstage area.

In case of fire, notify as many people in the vicinity as it is safe for you to do so and evacuate the building immediately. Pull the fire alarm if one is within reach. Do not attempt to extinguish the fire.

Only tapes approved by the theatre staff may be used on walls, floors or other surfaces. All tape used must be completely removed after your event.

All cables must be securely taped down with gaff tape.

Do not touch or play with the drapes.

Cast and crew members may not go up to the galleries/catwalks/beams.

WHEN LEAVING THE STUDIO, IF YOU ARE THE LAST ONE OUT:

Turn off all lights.

Turn on "Night Light".

Lock all doors.

Procedures and Safety for House Management

Page 1 of 3

It is the policy of this school to ensure that a safe and healthy environment is maintained in the theatre. This includes controlling and minimizing hazards inherent in the theatre. Therefore the following policies apply to anyone, paid professionals, volunteers or students (hereafter referred to as "Users), working in House Management, which includes, but is not limited to: the House Manager, box office staff, ushers and concessions.

For complete theatre safety rules, policies and procedures, please see the Safety Manual in the tech booth.

OCCUPATION OF THE THEATRE

Users may not enter any part of the theatre, including the ticket booth and lobby area, unless an theatre

Technician is in attendance, even if the doors are unlocked.

CROWD MANAGEMENT

Food and drinks are not allowed in the house.

Audience members and Users must not put their feet (even bare feet) on any part of the seats in the house. If you see someone with their feet on a seat, ask them to move their feet off.

Due to fire codes, sitting or standing in the aisle or stairways is not permitted. Please do not oversell your show, or the theatre Technician(s) may be forced to turn away audience members who have already paid.

Do not allow audience members to walk up on, or sit on, the edge of the stage or side-stage walkway.

If audience members wish to meet performers or crew after the show, please have them arrange to meet them in the hallway or lobby.

No one, other than Cast and Crew directly involved with a performance, shall be allowed backstage during any performance, between the time the house opens and until such time that the work lights have been turned on after the end of the performance.

Note where the exits in the house are, which lead to the lobby and bathrooms. Note which doors may be the audience's quickest exit at intermission, after the show, and in case of emergency. Post ushers at the start of intermission and at the end of the show to direct audience members to the nearest exits, in order to alleviate a bottle-neck at the main entrance to the house.

Note where the lobby restrooms are located. Please check that both the Mens and the Women’s restrooms are unlocked before your event. If they are locked, inform the theatre Technician in charge.

CONCESSIONS

Refrigeration, ice machines and food heating may not be available. Please provide your own ice, coolers for food, coffee urns, etc. A fridge and a small microwave may be available - please check with the theatre Technician prior to your event.

The Users are responsible for all set up and cleaning up of concessions.

Please provide your own tables. Some tables may be available under certain circumstances, but not on a reliable basis. Please check with the theatre Technician prior to your event.

Please do your best to clean up any spills and messes, but then report the incident to the theatre Technician.

MEDICAL EMERGENCIES, ACCIDENTS AND FIRST AID

If an injury, accident or other incident is serious or life-threatening call 911 immediately. Render whatever first aid can be applied until emergency services arrive to relieve you.

If an injury, accident or other incident occurs during the school day, choose an individual to go to the front office to get the school nurse.

Never move a person suspected of serious injury unless it is a life-threatening situation such as a fire.

Attempts to move an injured person can cause funner injury, especially to the spine and neck. Try to keep the injured person warm and still.

Wounds should be washed and dressed. Several first aid kits are located throughout the theatre (as noted below). All theatre staff, custodians, teachers and school administration have keys to these areas.

All injuries, accidents and other incidents must be promptly reported to the theatre Technician in charge.

Location of First Aid Kit(s)

The theatre also has:

- Fire hose - _____
- Emergency defibrillator - _____
- A Bodily Fluid Disposal Kit - _____

FIRE

In the event of a fire:

Activate the fire alarm.

If the fire is small and contained and you know how to operate a fire extinguisher and can extinguish the fire without endangering yourself and others, you may choose to, but are not required to, attempt to put out the fire. If the fire cannot be extinguished within the first 10 seconds, leave immediately.

If the fire is large or spreading, leave the fire area and prevent the fire's spread by closing the doors behind you if possible. Do not attempt to close the main curtain if it endangers you or others.

Evacuate the building and await the arrival of the fire department. Try to account for everyone inside the building.

Do not re-enter the building until you are told to do so by a member of the fire department.

Location of Fire Alarm Pull(s)

Location of Fire Extinguisher(s)

REPORTING SAFETY CONCERNS

It is the policy of this theatre that no safety concern is trivial and that contributing to the health and safety of all is everyone's responsibility. All theatre personnel, teachers, students, and other Users of the facilities are encouraged to report any concerns to a theatre Technician, without fear of retribution.

Any perceived safety concerns or hazards, large or small, **MUST** be reported to the theatre Technician in charge, who shall take steps to correct or report the problem.

User Announcements to Audience

Please include the following information in your announcements to your audience at the beginning of your event(s):

Welcome to the Asawa SOTA Studio Theatre. Please help to keep our facility in good condition by not bringing food and drinks into the house, and by not putting your feet or climbing over the seats.

In addition, for your safety, audience members are not allowed on the stage at any time. If you wish to talk to performers or crew, please arrange to meet them in the lobby.

For your convenience, restrooms are located across the Quad in front of the GYM. The entrance you came in is the exit that leads to the lobby. This doors may be your quickest exit at intermission, after the show, and in case of emergency. There is also an EMERGENCY EXIT that leads to the Quad in the opposite corner. There is also an EMERGENCY EXIT upstage left (backstage) which leads to the Technical area and to the left side of the building.

Thank you, and enjoy the show.

You may also want to announce:

Turn off cell phones. Please do not text or view cell phones or camera screens during a performance, as the light disturbs the people behind you.

No flash photography.

If selling concessions you might want to announce the location.

Strike Check List

Strike Check List Pg 1 of 2

Stage deck

- All set pieces and props removed
- All tape removed from stage floor
- Stage has been swept with dust mop

Backstage hallway

- All set piece and props removed
- Belongings collected
- Floor clear
- Any chairs used stacked on cart and stored
- Any stored set pieces stacked neatly and out of the way
- Floor swept with dust mop

Grid

- Tidy - no extra equipment or personal items

Dressing rooms

- Belongings collected
- Counters clean
- Mirrors clean
- Floor swept with dust mop
- Dressing rooms empty and clean
- Place garbage cans in hallway

Costume Area

- Belongings collected
- Any borrowed costumes cleaned & replaced
- Counters clean
- Floor clean
- Place garbage cans in hallway

Wings

- SL tidy, all event items removed
- SR tidy, all event items removed

Booth

Garbage can placed outside of booth door
Floors tidy
Counter tidy
Equipment stored correctly

Strike Check List Pg 2 of 2

Lighting equipment

- Rep plot patch restored
- Light board turned off and covered
- Show gels, gobos, etc. Collected
- Theatre gels used for event are filed
- Lighting equipment returned to booth or lighting room

Sound equipment

- Sound board turned off and covered
- Event CDs and sound supplies collected
- Sound equipment returned to booth
- Stage monitors and cables stored
- Piano returned to stored area

Lobby

- All garbage and food scraps picked up
- Counter concession stands emptied
- Counters cleaned
- All garbage containers emptied and returned
- Personal items removed
- Signs taken down from walls
- All tape and fastenings removed

Other

- _____
- _____

Liability Waiver

PARTICIPATION PERMISSION FOR STUDENTS, VOLUNTEERS, OR OUTSIDE USERS

I, _____ parent/legal guardian of

_____ (student name or “Self”), do hereby give my permission for my student/self to operate the equipment in this studio theatre, which includes but is not limited to:

Work under the supervision of a theatre technician in order to hang drops, drapes, set pieces or other scenery.

Enter the grid for the purposes of rehearsals or performances, and specific show-related purposes.

Operate a follow-spot, hang and focus lights, set up and operate sound equipment.

Operate hand tools, power tools, in order to build or repair scenery, set pieces and/or props.

Use and/or operate other equipment inherent to the theatre and/or to the production therein.

I understand that a high school theatre facility contains many mechanical, electrical and other physical hazards, which can constitute a risk of injury or in extreme cases, death, especially to those unfamiliar with the procedures and practices of the industry, and that my student/self may not operate any equipment in the theatre until trained and authorized by the theatre Technician(s). I also recognize the importance of following the instructions of the theatre Technician(s) and my student/self agrees to obey such instructions. Failure to follow required safety rules may result in immediate and possibly permanent removal from a given activity or production. I agree to hold harmless and indemnify this school, its employees, officers and agents from all claims, liability, actions or lawsuits, except for acts or omissions involving the sole negligence of the school.

Student Signature

Date

Parent/Self Signature

Date

RUTH ASAWA SOTA THEATRE DEPARTMENT

STUDIO THEATRE

DOCUMENTATION

Copies of Signed Waiver Forms

(Originals are in _____)

**List of Students Who Have Been Trained to Use Studio Theatre
Equipment**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

Equipment Incident and Repair Records

Completed 'Work Party' Maintenance Lists

Maintenance Schedule

Perform at least this maintenance and these inspections at least this frequently:
 Some of these items should be ongoing at all times, however this list is for the purposes of additional official inspections.

YEAR YEAR YEAR YEAR

THEATRE SAFETY INSPECTION COMPANY

Hanging Drapes Inspection	Every 2 years	_____	_____	_____	_____
Drapes Flame Testing	Every 2 years	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

THEATRE TECHNICIANS

Review and revise Safety Manual	Once a year	_____	_____	_____	_____
Clean dimmer rack filters.	Twice a year	_____	_____	_____	_____
Clean & inspect lighting instruments.	Every year	_____	_____	_____	_____
Paint the stage deck.	Every year	_____	_____	_____	_____
Vacuum drapes.	Once a year	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

DISTRICT MAINTENANCE AND CUSTODIAL

Test smoke vents.	Every year	_____	_____	_____	_____
Operate smoke vents.	Twice a year	_____	_____	_____	_____
Fire inspection.	Every 2 years	_____	_____	_____	_____
Charge or replace fire extinguishers. By date on tag		_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

Safety Rules for Scene Shop and Technical Theatre Areas

The following rules apply to the scene shop, costume shop, any backstage area, and the stage deck.

GENERAL RULES

1. All persons working in the scene shop or constructing or moving scenery on stage shall be properly attired. This includes: long pants, close-toed shoes (*hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection*), and long hair is to be tied back.

At no time will anyone wearing a dress, shorts, sandals, dangling necklaces or large rings, long loose scarves or loose sleeves be allowed to work in the scene shop or on stage as none of these garments give sufficient protection to the wearer.

2. When operating any power tool, safety glasses are to be worn.

3. When participating in, or in the vicinity of, abrasive sanding or spray painting, respiratory masks are to be used in addition to safety glasses.

4. Ear protection should be worn for prolonged periods of exposure to loud machinery.

5. Protective gloves are required when working with solvents or solvent based (non-water based) chemicals and materials.

6. Work areas must be kept clean and organized; periodically sweep up excessive waste and return unnecessary tools to their proper places. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.

7. No drinks or food are permitted in the scene shop.

8. School rules apply regarding smoking, alcohol, drugs, weapons, etc.

9. A person using medications that could cause drowsiness, lightheadedness, or disorientation may not work in the shop or construct scenery on stage.

10. At no time shall anyone enter the scene shop unless an authorized supervisor is in attendance, even if the doors are unlocked.

11. At no time shall anyone operate or attempt to operate any power tools or machinery without the appropriate training, testing, having signed the permission form, and without an authorized supervisor present.

12. No one shall be permitted to work alone in the scene shop. In case of injury or incident, there must be another person present to render aid or seek assistance.

13. Never attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, or if there is a problem with the operation of a machine or tool, bring it to the attention of the authorized person in charge.

14. Always disconnect the power before changing blades, bits, or attachments.

15. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine.

16. NEVER leave an unattended machine running.

Any person removed from the shops for any breach of the shop rules shall not be allowed to return unless authorized by the authorized person in charge.

VENTILATION

Spray paint use is only permitted inside if the ventilation system is running, and with the use of filter masks.

Dust collection system must be operating when table saw, band saw, or radial arm saw is in use.

Welding is not permitted, unless special arrangements are made with the authorized person in charge.

POWER TOOLS AND MACHINERY

Inspect tools before use for any defects such as frayed wires, or damaged hand tools.

Only use power tools that are properly grounded with a 3-pronged plug or that are double-insulated.

Maintain tools and always use sharp cutting blades. Unplug power tools before loading them, changing blades or bits, making adjustments, or cleaning them.

Follow all manufacturer's instructions for handling and adjusting.

Never alter or remove any safety guards or disable any safety feature.

Never carry a power tool by its cord.

Avoid wrapping cords too tightly around tools for storage to prevent damage or strain.

Defective, damaged or unsafe equipment or tools must be removed immediately from service, labeled or tagged with a sign that reads “DEFECTIVE. DO NOT USE”, and the Theatre Manager or authorized person in charge must be informed.

CHEMICAL EXPOSURE

If you spill a chemical such as paint thinners or fabric dyes on your skin:

Rinse the area with water for at least 15 minutes.

Remove any soiled clothing and jewelry while you are rinsing.

If you get a chemical in your eyes:

Rinse with water for at least 15 minutes, rinsing from the nose outward to avoid contaminating the unaffected eye.

Remove contact lenses while rinsing, not before rinsing.

If you inhale a chemical or are overcome by fumes:

Leave the room and move to fresh air.

Keep door of room open to vent.

Do not re-enter a contaminated area.

Alert the person in charge of the presence of fumes.

If symptoms do not subside, seek medical attention.

CHEMICAL SPILLS

Immediately notify the authorized person in charge.

Do not attempt to clean up the spill yourself.

If safe to do so, section off the area of the spill.

If safe to do so, evacuate the area.

MSDS

Material Safety Data Sheets (MSDS) for chemicals and materials used in the theatre are maintained by the school and are available at any time to all persons who use the theatre. All users of the theatre are required to follow safety guidelines on each sheet for each material and chemical. If you do not understand or have questions about anything in any MSDS, or about any process, see the authorized person in charge.