

Health, Safety, and Emergency Response Guidelines

Department of Theatre and Dance



Department of Theatre and Dance

Goals of the APSU Health, Safety, and Emergency Response Guidelines:

- To establish a reference guide for University, Departmental, Facility, Health and Safety, and Emergency Response Policies and Procedures.
- To provide guidance for faculty, staff, students, patrons, and participants regarding established policies and procedures.

These guidelines are designed to ensure that all participants are acting in accordance with established Austin Peay State University policies and procedures to ensure safe operation and participation within the Department of Theatre and Dance.

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Facilities List

Performance Spaces

1. Trahern Theatre (199 seat house, Proscenium stage)—Trahern 220
2. Margaret Fort Trahern Laboratory Theatre (100 seat house, Flexible staging)—Trahern 202

Production Shops and Facilities

1. Scene Shop—Trahern 218
2. Costume Shop—Trahern 211
3. Sewing Lab—Trahern 212A
4. Drafting/Design Lab—Trahern 212
5. Make-up and Dressing Rooms—Trahern 227
6. Green Room
7. Box Office
8. Light Booth
9. Sound Closet

Departmental Classrooms and Rehearsal Spaces

1. Trahern Theatre (199 seat house, Proscenium stage)
2. Margaret Fort Trahern Laboratory Theatre (100 seat house, Flexible staging)
3. Trahern 300 (Isolation Recording Booth, Video Recording Space)
4. Trahern 307 (Conference Room for small meetings)
5. Trahern 401 (54 seat lecture hall)
6. Trahern 402 (Large Acting Studio)
7. Trahern 413 (Medium Movement Studio)
8. Trahern 420A (Conventional Classroom)
9. Trahern 420B (Conventional Classroom)
10. Trahern 420C (Conventional Classroom)
11. Memorial Health Dance Studio A
12. Memorial Health Dance Studio B

Facility Operation Guidelines and Procedures

The following should be considered as guidelines for working in all areas of the Trahern Theatre building. They have been developed for your safety, and as such, should be followed at all times. If you have any questions regarding the safe methods of operation, please ask the shop manager, a faculty member, or the department chair.

- All persons in the performance space or production shops should always wear proper Personal Protective Equipment (PPE).
- All persons working in the performance facility or production shops should be properly trained or supervised at all times.
- Your work area should be clear and organized. All persons should pick up after themselves and ensure the facilities and shops are left in a clean and organized state.
- No persons should operate equipment while under the influence of any legal or illegal mood, mind, or body altering substances. Any person removed from the shops for this reason shall not be allowed to return unless authorized by the Technical Director, Shop Manager, or department chair.
- All persons should inspect and report any problems or concerns regarding facilities, equipment, or operations immediately.
- At no time shall any student or guest attempt to operate any university equipment without the express consent, training, certification, or supervision of the Technical Director, Shop Manager, faculty member, or department chair.

Production Shop Information and Guidelines

1. Scene Shop Trahern 218

- **Appropriate Personal Protective Equipment (PPE) must be worn at all times.**
- **Proper Clothing is required**
 - No loose or baggy clothing
 - Long pants are highly recommended
 - No open toed or backless shoes
 - Shoes with a steel toe, leather or thick rubber sole such as work shoes/boots are highly recommended
 - Shoes must be tied or securely fastened
 - All jewelry must be secured
 - Long hair must be pulled back and away from your eyes
- **Safety glasses are available and required for all operations.**
- **Hearing protection is available and required for all operations.**
- **Dust masks are available and required for all operations**
- All personal items must be stored in lockers or the theatre while working in the shop. Lockers may be reserved through the administrative assistant to the chair.
- Inspect tools before use for any defects such as frayed wires or damaged hand tools. Remove defective tools from service and inform the Technical Director.

- Only use power tools that are properly grounded with a 3-pronged plug or that are double-insulated. A power tool with a missing grounding prong shall be considered damaged and be removed from use until repaired.
- When using Pneumatics, ensure you are operating under the conditions outlined by the manufacturer. Always check your surroundings and ensure nothing is directly behind the material you are stapling, nailing, or painting.
- Before using Pneumatics, check your line pressure and inspect the equipment to ensure no leaks or damage are evident. When possible, test equipment prior to beginning regular use.
- Never carry a power tool by its cord. Avoid wrapping cords too tightly around tools for storage to prevent damage to relief grommets.
- Unplug power tools before loading them, changing blades or bits, making adjustments, or cleaning them. Follow all manufacturers' instructions for handling and adjusting.
- Dull tools are unsafe and can damage operator or work. Maintain your tools and always use sharp cutting blades.
- Never alter or remove any machine or blade guards or disable any safety feature.
- Valuable equipment should be locked in the tool cage.
- Please silence all cell phones when working the shop with the only exceptions—Technical Director, Faculty Members, or Shop Managers in case of emergency.
 - This means no calls or texting in the shop
 - You may step outside of the shop in the event you must make a call.
- No use of shop power tools without authorized supervision.
- The exterior shop door must be open when painting in the shop or the stage.
- For projects requiring spray paint, make arrangements with the Technical Director to set up a time to use the spray paint ventilation hood in the sculpture studio of the Art + Design building.
- If, for any reason, you are uncomfortable doing the assigned task, let the Technical Director, shop manager or supervising authority, know immediately and another task will be assigned to you.
- Before. You leave the shop, your workspace must be cleaned. Tools must be put in the proper location and the shop area should be swept and cleaned of any debris.
- Report injuries, slips, and falls immediately to Shop Manager/Technical Director, no matter how minor.
- To minimize risk of injury, please listen closely to, and follow all instructions given on the use and care of PPE, proper use of tools, and any other specific safety instructions you are given.
- Failure to follow the safety procedures will first result in a formal warning. Continued failure to follow safety procedures will result in ejection from the shop and a possible permanent disqualification from any future shop use.
- Students shall not be allowed to use any power saws or pneumatics unless the Technical Director/Shop Manager/Faculty member is on site and the student has received training. All use of Shop after hours must be pre-approved by the Technical Director/Shop Manager/Faculty member.
- Students must use a "Buddy System" when staying in the workspace past 10pm.
- Students are strongly recommended to leave the building by 11pm, when applicable, given responsibilities.

2. Costume Shop

Trahern 211 and 212A

- Appropriate PPE (Personal Protective Equipment) must be worn at all times.
- Any use of costume shop equipment must be performed in the presence of, or with the express consent of, the Costume Shop Manager or Costume Faculty.
- Costume shop workers will be expected to perform various techniques, repairs, alterations, laundry, pressing, and other duties as assigned. These instructions will be given to you by the Costume Shop manager. All workers should be properly trained prior to use of any equipment.
- All workers are expected to clean their station once task is complete.
- All workers should refer any questions regarding safety, repair, or training to Costume Shop Manager and Costume Faculty.
- All workers should use the locking ladder when retrieving items from shelves, cupboards, and elevated clothing racks.
- Use caution when using the irons and steamers, all users should be properly trained on the equipment before use and use should always happen with the express consent of the Costume Shop Manager and Costume Faculty.
- When using the industrial serger, always press the “off” button when leaving the workstation (even for just a moment).
- While operating any costume shop equipment, keep face and hair away from the moving mechanism and remove long necklaces and long scarves.
- Never engage in horseplay, running, or throwing of objects in the Costume Shop.
- Cell phone usage/texting is not allowed in the Costume Shop.
- Student workers are not allowed to work in the shop unsupervised.
- For fabric dying projects, the Costume Shop manager will make arrangements with the Sculpture Studio technician from the Department of Art and Design to utilize their equipment until appropriate equipment is installed in the Trahern building.

Health and Safety

EMERGENCY CONTACT:

In case of an emergency, dial 911 from any university phone or personal cell phone
 Campus police may also be reached by dialing X7786 from a university phone or (931)
 221-7786

Department of Theatre and Dance Emergency Contacts:

Title	Name	Office Location	Office Number	Email
Technical Director	Charlie Krantz	Trahern 240	(931) 221-1076	krantzc@apsu.edu
Costume Shop Manager	Sara Anderson	Trahern 211	(931) 221-6250	andersons1@apsu.edu
Academic Assistant to the Chair	Donna Conklin	Trahern 205	(931) 221-6767	conklind@apsu.edu
Faculty	Noel Rennerfeldt	TR 421	(931) 221-7385	rennerfeldtn@apsu.edu
Faculty	Dale Pickard	TR 209	(931) 221-7046	pickardd@apsu.edu
Faculty	Leni Dyer	TR 204	(931) 221-6390	dyerl@apsu.edu

Boyd Health and Counseling Center: (931) 221-7107

Poison Control: 800-222-1222

APSU Facilities Office: (931) 221-6617

General Information

Health and Safety Procedures

Austin Peay State University and the Department of Theatre and Dance require that a safe, healthy environment shall be maintained at all times within the Theatre Program and its environments, including performance spaces, rehearsal spaces, shops, classrooms, and common areas. This includes controlling and minimizing hazards with the creation projects and assignments. We recognize that many processes, techniques, materials, and practices used in theatre and dance contain inherent risks to individuals; if those risks cannot be adequately minimized and controlled through proper training, equipment, and use of appropriate precautions, those things may not be used within our program. Furthermore, ignoring precautions and restrictions shall not be allowed. No production can ever be considered justification for risk to any member of our program, and no production can be considered successful if someone is injured in its completion.

Safety procedures considered standard in other industries may not be practical in a performance setting. We must be especially diligent in following safety rules. Failure to follow appropriate safety rules and polices may result in serious injury or death! Failure to follow required safety rules may result in immediate temporary or permanent expulsion from a given activity, production, class or facility.

You are responsibility for the safety and well-being of yourself as well as your fellow students, faculty, and staff. We ask that you take that responsibility seriously. In this handbook, we attempt to discuss the methods and means that will create a safe and healthy environment. With the number of shows produced by the Department of Theatre and Dance, as well as classes, events, and outside productions, it is essential that expectations regarding safety are maintained and enforced.

At any time:

- If there is ever anything you don't understand, ask your supervisor.
- If you believe that there is a better method or material that is safer, please suggest it to your supervisor.
- If you are unsure about what to do in a certain situation, ask your supervisor.
- If you see a hazard, try to take steps to correct it.
- If you have a problem, contact your supervisor.

Production and equipment specific information, policies, and procedures are available for each shop. Always refer back to your supervisor or this handbook in regards to site specific information. You should also make yourself aware of Occupational Safety and Health Administration (OSHA), Tennessee Occupational Safety and Health Administration (TOSHA), and APSU Environmental Health and Safety programs and guidelines.

The Department of Theatre and Dance faculty, staff, students, patrons, and participants are required to follow the policies and procedures set forth by the Austin Peay State University Environmental Health and Safety Guidelines and APSU Campus Police policies and guidelines.

APSU Environmental Health and Safety: <https://www.apsu.edu/health-safety/>

APSU Campus Police: <https://www.apsu.edu/police/index.php>

APSU Environmental, Health, and Safety Policy (Policy 4:038)

Austin Peay State University recognizes its obligation to provide a program for health and safety on campus, to minimize health hazards and risk of injury, and to minimize the impact of University operations on the natural environment.

Austin Peay State University supports and maintains a strong commitment to safety, health, and environmental protection through, but not limited to, the following:

1. Achieving and maintaining compliance with federal, state, and local safety, health, and environmental requirements;
2. Minimizing hazards, reducing pollution, and continuously improving our practices regarding safety, health, and environmental protection;
3. Inspecting and eliminating unsafe conditions and practices;
4. Training employees in health, safety, and environmental practices pertinent to their job requirements.

Employees are expected to demonstrate compliance with legal requirements and be supportive of environmental, health, and safety initiatives. Students are expected to demonstrate compliance with the student code of conduct requirements and be supportive of environmental, health, and safety initiatives.

APSU Campus Safety Handbook Highlights

General Safety

1) Safety Equipment

- Proper safety equipment is necessary for the protection of employees. The University provides protective equipment that meets or exceeds all applicable safety standards. Employees shall use all safeguards, safety appliances, or devices furnished for their protection and comply with all regulations that may concern or affect their safety. They shall wear their gear properly -- all snaps and straps fastened, cuffs not cut or rolled. Supervisors shall advise employees as to what protective equipment is required for the job. Certain jobs require standard safety apparel and appliances for the protection of the employee. The supervisor is aware of the requirements and will furnish his or her employees with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggles, glasses, and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Employees shall not alter or replace an approved appliance without permission from their supervisor. Rubber gloves and rubber aprons shall be worn when working with acids, caustics, or other corrosive materials. Specified footwear must be worn. No jewelry shall be worn around power equipment. Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Supervisors will instruct employees in the proper use of safety appliances and apparel.

2) Environmental Controls

- All employees must be aware of the hazards involved when working with chemicals and the procedures that need to be used when an accident does occur. A training program will give instructions on how to handle the chemical being used and first aid to be applied to victims of chemical exposure. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis. Material Safety Data Sheets (MSDS) identifying the chemicals utilized in the workplace, their symptoms, and effects must be available. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with a chemical. Staff should also be aware of new chemical products which may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

3) Walkways

- All aisles and passageways must be kept clear. Also, aisles and passageways in shop or storage should be clearly marked. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards. All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces.

4) Tool Maintenance

- Faulty or improperly used hand tools are a hazard. All employees shall be responsible for ensuring that tools and equipment (both University and employee-owned) used by them or other employees at their workplace are in good condition and in compliance with applicable safety standards. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes, and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced. Appropriate handles must be used on files and similar tools. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye protection must be worn when driving in tempered spuds or nails. Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be secured tightly into the heads of tools. Tool cutting edges should

be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

Chemical Hazards

1) Knowledge of Potential Chemical Hazards

- The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed to be hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events.

2) General Safety Precautions

- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.
- Provide a back-up method of shutting off power to a heat source if any hazardous chemical is involved.
- Obtain and read the Material Safety Data Sheets.

Departmental information regarding Chemical Hazards can be obtained through the Technical Director or Shop Manager. MSDS information is available for all hazardous materials used in the shops. Below are shop specific procedures in case of an emergency.

- **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, don't wait to remove them before you rinse.
- **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.
 - If symptoms do not subside, seek medical attention at Student Health Center or closest available emergency center.

Electrical Safety

1) Working with Energized Equipment

- Special emphasis is placed on problems associated with personnel working on hazardous electrical equipment in an energized condition. Such work is permissible, but only after extensive effort to perform the necessary tasks with the equipment in a securely de-energized condition has proven unsuccessful, or if the equipment is so enclosed and protected that contact with hazardous voltages is essentially impossible.

2) Type of Hazards

- The degree of hazard associated with electrical shock is a function of the duration, magnitude, and frequency of the current passed by the portion of the body incorporated in the circuit. The current that can flow through the human body with contacts at the extremities, such as between the hand or head and one or both feet, depends largely on the voltage. Body circuit resistance, even with liquid contacts (barring broken skin) will probably be not less than 500 ohms. The current flow at this resistance at 120 volts is 240 mill amperes. Recognition of the hazards associated with various types of electrical equipment is of paramount importance in developing and applying safety guidelines for working on energized equipment. The attitudes and habits of personnel and the precautions they routinely take when working on energized equipment are extremely important.

The Department of Theatre and Dance does not allow any student to perform any type of hot line electrical work. All electrical testing, repairs, or tie ins should be completed by the Technical Director, Design Faculty, or Shop Coordinator or by a hired trained professional. No electrical, lighting, sound or related production or shop equipment should be used outside of its intended and safe use. Below are some helpful reminders when working with electricity in the building:

- **Electrical Safety Guidelines**
 - Power tools/machines must be properly grounded
 - Electrical protective devices may not be bypassed
 - Avoid running cables on the floor or across walkways, NEVER RUN THROUGH A DOOR WAY
 - If you must run cables on the floor, ensure they are properly secured with tape and/or mats
 - Always use appropriate gauge extension cords and quad boxes
- **Ways to protect yourself**
 - ASK QUESTIONS
 - Always inspect the equipment you are using prior to use
 - Ask for more light if needed
 - Use ladders, not a chair or stool
 - Investigate why a circuit breaker has been tripped before resetting
 - Dimmers carry voltage even when at 0. Throw the breaker/unplug the fixture before replacing a lamp.

Fire Safety

1) Reporting Fires or Fire Alarms

- You should immediately activate the building alarm system upon detecting a fire or visible smoke.
- All employees must immediately report all fires, regardless of size (even if extinguished), smoke, or fire alarms on campus to the Fire Department by dialing x7786 or **911**. APSU Campus police dispatches all emergency calls on campus. Most APSU buildings have local fire alarm systems that are not remotely monitored; therefore, it is imperative that someone notify APSU Campus Police of fires and fire alarms at x7786 or **911** as soon as it is safely possible.
- Off campus or at remote sites the Fire Department is dispatched by dialing 911 anywhere in the City of Clarksville.
- APSU Campus police will immediately notify the Safety Officer of any reported fire or fire alarm at any hour

2) Use of Portable Fire Extinguishers

- Before using your fire extinguisher, ensure you are trained and aware on how to properly use a fire extinguisher. Although there are many different types of fire extinguishers, all of them operate in a similar manner. Use the **PASS** acronym as a quick reference:
 - P**ull the Pin at the top of the extinguisher.
 - A**im at the base of the fire, not the flames.
 - S**queeze the lever slowly to release the extinguishing agent. If the handle is released, the discharge will stop.
 - S**weep from side to side until the fire is completely out.
- Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on the fire extinguisher; different fire extinguishers recommend operating them from different distances. Remember to aim at the base of the fire and not at the flames. Once the fire is out, don't walk away! Watch the area for a few minutes in case it re-ignites. Recharge the extinguisher immediately after use.
- A typical fire extinguisher contains about 10 seconds of extinguishing power and may be less if it has already been partially discharged. Always read the instructions on the fire extinguisher beforehand and become familiar with its parts. It is highly recommended that you get hands-on training before operating a fire extinguisher.

3) Public Assembly Buildings

- **Non-continuous Activities:**
 - The person in charge of any activity, meeting, show, concert, athletic event, etc. shall inspect or cause to be inspected every required exit and route of approach thereto. The scheduled program may not begin, nor may admittance be permitted, if any exit or exit access is locked, obstructed, or otherwise unsuited for immediate use until appropriate corrective action has been taken. Immediately prior to the start of the program the person in charge of the event, or his or her representative, shall make an oral announcement to notify all attendees of the locations of exits to be used in case of fire or other emergency. A record of these inspections and announcements shall be forwarded to and kept on file by the Facility Reservationist for two (2) years.
- **Social Activities:**
 - No flammable decorations, including draperies, may be used in places of public assembly. All decorations must be demonstrated to be fire resistant through testing or labeling from recognized testing organizations such as Underwriters Laboratories or the Consumer Product Safety Commission. Open flames shall not be permitted for lighting in places of public assembly. Candles or other open flames may be used briefly for ceremonial purposes where located on non-combustible surfaces with a fire extinguisher readily available for immediate use.

Fire Safety

Fire can be a major hazard and all available precautions should be taken to minimize the probability of an accident. Below is some information specific to the Trahern building that all working in the building should be aware of.

- All facilities within the dramatic arts building are monitored by a simplex alarm system. Most rooms in the building are outfitted with a sprinkler system and all shops are required to have a fire extinguisher present and available in case of an emergency.
- Trahern Theatre is equipped with a Fire Curtain, the curtain is designed to be released in the case of extreme heat, smoke, or fire. Manual operating release pins are located on the inside of either proscenium wall and can be pulled to release the curtain. The curtain must be manually lowered into place at the rail.
- AT NO TIME IS THE PATH OF THE FIRE CURTAIN TO BE BLOCKED BY IMMOVABLE SCENERY, PROPS OR FURNITURE.
- The use of open flame is prohibited. Open flames and smoking are only permitted if proper protocol, training, and approval has been obtained. For more information regarding the use of an open flame or smoke please see the Production Manager.
- The first floor of the Trahern Building have the ability to disengage the simplex alarm system to ensure it is not tripped by atmospheric effects. Only trained personnel may engage the building Event Mode at the fire alarm station.
- Atmospheric elements are permitted with approval from the Technical Director, Design Faculty, or shop coordinators. Whenever atmospheric effects are used, the fire alarm MUST BE SET TO EVENT MODE.

Ladders, Scaffolds, and Aerial Lifts

1) Ladders

- Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a non-conducting material. Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally.
- A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases. Ladders must not be used as guys, braces, or skids. The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps. Bracing on the back legs of stepladders must not be used for climbing.
- The proper angle (75-1/2 degrees) for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension or straight ladders should be tied in place to prevent side slip. At least three (3) rungs of the ladder should extend beyond the ladder's resting point.

2) Scaffolds

- All scaffolds, whether fabricated on site, purchased, or rented must conform to the specifications found in ANSI A10.8, Safety Requirements for Scaffolding. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base).
- The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks. No scaffold may be erected, moved, dismantled, or altered unless supervised by competent persons. Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure.
- Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 ft above the ground or floor. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard rails installed on all open sides and ends of the platform.
- Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least 6 times the rated load. No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope. Treated fiber or approved synthetic ropes must be used for or near any work involving the use of corrosive substances. All scaffolds, boson's chairs, and other work access platforms must conform with the requirements set forth in the Federal Occupational Safety and Health Regulations for Construction, 29 CFR 1926.451.

3) Aerial Lifts

- The following conditions occurring during aerial lift operations can result in property damage, personal injury, or death:
 - A fall from an elevated level.
 - Falling objects or items falling out of lifts.
 - Exceeding the load capacity of the lift which may result in tip-over or structural failure.
 - Electrical hazards (e.g., overhead power lines, extension cords, bridge crane bus bars).
 - Entanglement hazards (situations that may cause the lift to be caught on or snagged against other objects).
 - Contact with stationary objects (e.g., walls, buildings, other vehicles, ceilings, floors, and piping) that may result in an entrapment or crushing hazard.
 - Uneven terrain that may cause the vehicle to tip, topple over or eject the operator.

Ladders, Scaffolds, and Aerial Lifts

- High winds or inclement weather such as rain, hail, snow, or lightning.
- Operation of an internal combustion engine vehicle indoors, which can cause asphyxiation or toxic exhaust-gas exposure.
- Unapproved use of equipment in unusual environments or the use of inadequate controls for operations or maintenance activities, which can cause a fire or explosion.

4) Operator Qualifications and Training

- The operator shall perform all Pre-start, Work Location, and Operational Inspections prior to lift operation. When operating the lift, the operator shall follow the Operator Warnings and Instructions as specified. The lower controls of aerial lifts shall not be used for continuous operation with personnel in the platform. Aerial lifts are not normally insulated for use near electrically energized circuits such as power lines or exposed bus bars.

The Department of Theatre and Dance requires best practices and all necessary precautions taken when using ladders, scaffolding, or personnel lifts. Always have a partner or supervisor present when working above 6 feet in the Trahern Building. Fall Protection is available for any work over 4' as required by OSHA. If you are unsure whether you should be wearing fall protection, ask the Production Manager, Production Assistant, Faculty or Coordinator. All students must be recertified each year to use the aerial personnel lifts.

Facilities Security

1) Access

- Generally, the Trahern Building is open 7am – 10pm Monday through Friday. The building is also accessible through key and swipe card access. The facilities throughout the building also have key and swipe card access.
- Keys can be signed out to students from the Technical Director. The Technical Director and Shop Coordinators have keys assigned to them that they can sign out to student workers. All keys must be returned immediately after use.
- Swipe card access can be granted from the Academic Assistant to the Chair.
- During productions and events, door security may be present. A valid ID and bag check may be required to gain access to the facilities and shops.

2) Production and Event unlock/lock Procedures

- It is the responsibility of the Theatre Management or Stage Manager to unlock all facilities and shops being used for the production or event. At no time should management allow someone else to use their assigned key unless that person is also authorized and on staff.
- It is the responsibility of the Theatre Management or Stage Manager to ensure all facilities, whether specifically used or not during the event or production are locked up at the conclusion of the event. ALWAYS DOUBLE CHECK!
- Management should ensure that all theatrical lights have been turned off correctly, automated lighting breakers have been set to off and all necessary safety lights have been turned on.
- All curtains should be flown to head height or out unless specifically left in due to circumstances required by the production or event.
- All production equipment should be returned to its proper place unless specifically left out due to circumstances required by the production or event.
- Lighting, sound, and stage management booth areas should be clean and clear of personal belongings.
- All consoles, boards and equipment should be turned off unless specifically left on due to circumstances required by the production or event.

3) Front of House Security Procedures

- House Management and Ushers may be required for public and private events.
- Ushers will be required to greet patrons and check tickets. Any materials brought by the patron should adhere to established policies. All parties and materials are subject to search.

4) Trahern Theatre and Margaret Fort Trahern Laboratory Theatre Patron Policies

- Backpacks, duffle bags, satchels, messenger bags, and other large bags are prohibited without the express consent of Theatre Management
- Weapons of any kind (guns, knives, batons, tasers, etc.) are not allowed unless permitted by the campus police through their University policies and procedures.
- No outside food or beverages other than water are permitted.
- Cell phones, tablets and other noise making devices are prohibited to be used during performances.
- Video cameras, tripods, monopods, selfie sticks, and other visually distracting devices are prohibited without the express consent of Theatre Management.

***Theatre Management reserves the right to deny any item they deem to be a safety hazard or potential distraction. All parties and materials within the facilities are subject to search and may be asked to leave the premises if they do not adhere to facility policies or procedures.**

EMERGENCY RESPONSE

EMERGENCY CONTACT:

In case of an emergency, dial 911 from any university phone or personal cell phone
Campus police may also be reached by dialing X7786 from a university phone or (931)
221-7786

Department of Theatre and Dance Emergency Contacts:

Title	Name	Office Location	Office Number	Email
Technical Director	Charlie Krantz	Trahern 240	(931) 221-1076	krantzc@apsu.edu
Costume Shop Manager	Sara Anderson	Trahern 211	(931) 221-6250	andersons1@apsu.edu
Academic Assistant to the Chair	Donna Conklin	Trahern 205	(931) 221-6767	conklind@apsu.edu
Faculty	Noel Rennerfeldt	TR 421	(931) 221-7385	rennerfeldtn@apsu.edu
Faculty	Dale Pickard	TR 209	(931) 221-7046	pickardd@apsu.edu
Faculty	Leni Dyer	TR 204	(931) 221-6390	dyerl@apsu.edu

Boyd Health and Counseling Center: (931) 221-7107

Poison Control: 800-222-1222

APSU Facilities Office: (931) 221-6617

Medical Emergency

Under no circumstance should a severely injured person be moved or be allowed to move on their own accord until determined by the Emergency Medical Technician (EMT). The only exception applies to situations of extreme danger (fire, weather, active threat). Do not leave an injured person alone unless absolutely necessary.

Emergency Action Protocols:

1. Survey the scene

- **Can you enter the area without hazard to yourself?**
- **If not, call 911**

2. Survey the Victim

- **Determine whether the injured party can respond, physically and verbally.**
- **Check for breathing and pulse**
- **Determine whether the situation is major or minor in nature while making sure to protect yourself from exposure to blood or other potential threats.**

Major: Situation requires EMT assistance

- **The victim is unconscious**
- **The victim is bleeding severely**
- **The victim is not breathing**
- **The victim appears to have encountered poison**
- **The victim appears to have suffered from a heart attack**
- **The victim has a broken limb**
- **The victim has fallen greater than 10 feet**
- **Any situation you deem to be life threatening or serious in nature**

Minor: Situation does not appear to require EMT assistance

Minor Emergency

First aid kits are available throughout the facilities and shops. In the event of an emergency, utilize the supplies in the first aid kits to administer initial aide.

- If additional response is needed, strongly recommend the victim go to the hospital or contact campus police to get an EMT to assist.
- Assist the victim in coordinating transportation if needed.
- File an Accident report (available online and at the end of this Medical Emergency section)
- Clean up area where incident occurred to ensure no others may be harmed and wear proper PPE.

If the incident occurs during regular business hours, during class, or in a shop; Contact the following:

- Faculty / Area Coordinator
- Production Manager

If the incident occurs during a performance; Contact the following:

- Stage Management
- House Management
- Production Manager / Theatre Management

Send someone to contact the persons listed above or reach them through phone, comms, or radio.

- In case of a minor medical emergency, faculty, staff, students, patrons, or participants should follow the procedures listed below. At initial contact of victim, first responder should send someone to contact management and communicate the following:
 - “Medical Emergency in the _____(name of facility/shop) I repeat: Medical Emergency in the _____(name of facility/shop)”
- The stage manager should respond immediately. If they are unable able to respond, an Assistant Stage Manager or House Manager should reply:
 - “This is _____(person responding) I am heading to your location to access the situation”
- It is imperative that verbal communication lines remain open, and information is being clearly communicated to all.
- The Stage Manager may continue to perform their duties if reasonable. Especially in the case of a minor emergency. The Assistant Stage Managers may need to continue to perform their duties as well, if so, they should identify someone to stay with the victim until other management arrives.
- Management on scene should identify whether the emergency is major or minor and assist the victim. If additional response is needed, management should contact 911. Best practices and common sense should be used to assess the situation and assistance.

Major Emergency

First aid kits are available throughout the facilities and shops. In the event of an emergency, utilize the supplies in the first aid kits to administer initial aide.

- In the case of a major medical emergency, immediately contact **911**
- Do not leave the victim, unless you are alone and you must leave to contact help.
- Send someone to contact EMS or dial 911. Campus police can also be contacted on a University telephone by dialing ext. 7786. Make sure the person knows the nature of the emergency at the time of the call. The caller should tell 911 operator where they should respond and enter the building. The caller should remain on the phone until the operator has said that it is ok to hang up.
- Send someone to meet the first responders at the entrance.
- If the victim is conscious, ask them about the situation. Try to gather as much information as possible. You must get consent in order to treat the victim. Once consent is given, you may try to treat the victim within your ability and training.
If the victim is unconscious, implied consent is present and you may treat the victim within your ability and training.
- File an accident report (available online and at the end of this section)
- Clean up area where incident occurred to ensure no others may be harmed and wear proper PPE.

If the incident occurs during regular business hours, during class, or in a shop; Contact the following:

- **911**
- Faculty / Area Coordinator
- Technical Director

If the incident occurs during a performance; Contact the following:

- **911**
- Stage Management
- House Management
- Technical Director/Faculty

Send someone to contact the persons listed above or reach them through phone, comms or radio.

- In case of a minor medical emergency, faculty, staff, students, patrons, or participants should follow the procedures listed below. At initial contact of victim, first responder should send someone to contact management and communicate the following:
“Medical Emergency in the _____(name of facility/shop) I repeat: Medical Emergency in the _____(name of facility/shop)”
- The stage manager should respond immediately. If they are unable able to respond, an Assistant Stage Manager or House Manager should reply:
“This is _____(person responding) I am heading to your location to access the situation”
- It is imperative that verbal communication lines remain open, and information is being clearly communicated to all.
- If the medical emergency is causing a disturbance to the performance, crew, patrons, or participants. Management may need to interrupt the performance. Stage Management may need to make an announcement to the audience, cast and crew.
- Stage Management should call hold over comms and all areas should go into Hold Mode. The following announcement should be made from the Stage Manager:

Major Emergency

Stage Manager Speech – Medical Emergency – Remain in Seats

“Hello Everyone, one of our guests is experiencing a medical emergency. Health professionals are handling the situation and request that you remain in your seats unless otherwise directed by an usher. The performance will resume as soon as the medical needs of our guest are met. Thank you for your cooperation.”

If management determines that a special intermission needs to be called, the Stage Manager should communicate to cast and crew, and the following announcement should be made:

Stage Manager Speech – Medical Emergency – Brief Intermission

“Hello Everyone, one of our guests is experiencing a medical emergency. Health professionals are handling the situation and request that we interrupt the performance. If you need to leave the theatre, please cooperate with the ushers, who are keeping an aisle clear. We will announce when the performance will resume. Thank you for your cooperation.”

Once the emergency has been resolved, the Stage Manager should communicate to cast and crew and make the following announcement:

Stage Manager Speech – Medical Emergency – All Clear

“Hello Everyone, thank you for your cooperation. We are ready to resume the performance. Please find your seats and enjoy the performance.”

Stage Management should call places to cast and crew backstage, allowing a moment for guests to settle back in their seats. Once all are ready, the performance may continue.

**APSU Department of Theatre and Dance
Accident Report**

Report should be filled out by student or instructor (if student is unable) and turned in to the department office, shop manager, or technical director.

Information of the Victim

Full Name: _____

Home Address: _____

City, State, Zip: _____

Cell phone number: _____

Date of report: (month/date/year): _____ A number: _____

Circle one: Student Visitor Volunteer

General Information of Incident

Date of Accident: (month/date/year) _____ Time: _____

General Location (Building and Room/area) _____

Severity of injury: ___ no treatment ___ First Aid only. ___ Medical treatment
___ Hospitalization

Description of Incident:

Description of Injury:

Other comments about the Incident:

I certify that the above information is true and correct to the best of my knowledge.

Signature of injured: _____

Signature of person completing report (if different): _____

Date: _____

Mechanical Emergency

The Department of Theatre and Dance has created this section as a reference for the purpose of training Students, Faculty and Staff in the proper procedures and protocols for response in case of an emergency. These procedures and protocols have been created as a quick reference, but all parties should understand that each individual emergency may be unique and require independent action and response. Faculty, Staff, and Students should make themselves aware of these procedures and protocols and ensure they are properly prepared in the event of an emergency and understand how to gauge the severity of a situation in order to properly respond. Some major emergencies may require response from other entities on campus, it is imperative you make yourself aware of those entities and how to contact them. Their information is listed on the contact page here in this handbook at the beginning of this section.

The Department of Theatre and Dance faculty, staff, students, patrons, and participants are required to follow the policies and procedures set forth by the APSU Policies and Procedures Manual and APSU Campus Safety Protocols. Information from the Campus Safety Handbook has been used as reference for the information provided below specific to our area and common emergencies.

The Department of Theatre and Dance has many facilities and shops that require mechanical and technical equipment. There is the possibility that there will be instances this equipment may fail or not operate correctly. Some failures may be due to user error, wear and tear, or improper use. Some equipment may experience catastrophic failure which may render the equipment or technology inoperable. It is the responsibility of the user to identify and report any failures to the Technical Director, Design Faculty, or Shop Manager as soon as possible. In the event of a catastrophic failure immediately exit the area and get to safety. Different facilities, shops, and pieces of equipment may have specific protocols and procedures for the use, reporting and repair of equipment. Always reach out to Management, Faculty or Coordinators when in doubt on how to respond to a mechanical emergency.

The failure of production related equipment would not be considered a mechanical emergency for the purpose of this section. If audio, lighting, visual or facility equipment pertaining to production experiences failure, contact the Production Manager, Production Assistant, Faculty or Coordinator. You may also reference the facility and production equipment specific information listed in this handbook for proper procedures and protocols.

In the event of a mechanical emergency such as equipment failure, power outage, water leak, electrical problem, heat or air conditioning problem, odor of gas, etc. notify the following people:

- Police – Emergency **(911)**
- Faculty / Area Coordinator
- Technical Director
- Campus Police – non-emergency **(931-221-7786)**

Fire Emergency

The Department of Theatre and Dance has created this section as a reference for the purpose of training Students, Faculty and Staff in the proper procedures and protocols for response in case of an emergency. These procedures and protocols have been created as a quick reference, but all parties should understand that each individual emergency may be unique and require independent action and response. Faculty, Staff, and Students should make themselves aware of these procedures and protocols and ensure they are properly prepared in the event of an emergency and understand how to gauge the severity of a situation in order to properly respond. Some major emergencies may require response from other entities on campus, it is imperative you make yourself aware of those entities and how to contact them. Their information is listed on the contact page here in this handbook at the beginning of this section.

The Department of Theatre and Dance faculty, staff, students, patrons, and participants are required to follow the policies and procedures set forth by the APSU Policies and Procedures Manual and APSU Campus Safety Protocols.

Planning for fire safety at Austin Peay State University considers the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees, students, and guests. These ends are met by:

- Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
- Alarm systems and automatic extinguishing systems.
- Access to a professional fire department, always staffed and trained in the control of emergencies that could occur at the University. (The APSU Department of Public Safety makes the initial response to all requests for emergency aid received on the emergency telephone numbers: 911 or x7786 on campus, 911 off campus. The Clarksville Fire Department is automatically notified by APSU Campus Police as appropriate.)

In the event of a Fire notify the following people:

- Police – Emergency **(911)**
- Faculty / Area Coordinator
- Technical Director
- Campus Police – non-emergency **(931-221-7786)**

Fire Procedure

1) Pull a fire alarm and call 911

- Immediately pull one of the fire alarms located throughout the building.
- Immediately after pulling the fire alarm, call **911**. Tell the operator that the fire is in Boutwell Dramatic Arts Building and exactly where in the building the fire is located. Remain on the phone until the operator has said it is ok to hang up. Please remember the location of the alarm station that is pulled in order to expedite the resetting of the system after the incident.

2) Contact and Evacuate

- Contact campus and building staff to inform them of the situation. Utilize phones, comms or radio to ensure all parties are aware of the fire's location and intensity. (No matter how big or small)
- If evacuation is necessary, begin steps to evacuate the building.

Stage Manager Speech – Fire – Evacuation

Hello Everyone, your attention please.

An emergency exists within the building that the University views to be serious in nature. We must interrupt the performance and ask that you exit the building. Please locate the exit closest to you and we ask that you exit in a quiet and orderly manner. Thank you. (Repeat)

- If no evacuation is necessary, but operations must hold, Stage management should make the following announcement:

Stage Manager Speech – Fire – No evacuation

Hello Everyone, your attention please.

An emergency exists within the building that the University views to be minor in nature.

Emergency personnel are handling the situation. If you wish to leave, however, you may calmly do so at this time. Thank you.

3) If Possible, Fight the Fire

- Never attempt to fight a fire on your own unless you are absolutely certain you can do it without any personal risk.
- Only fight the fire if you have been properly trained on how to do so.

Fighting Fires – “How to know when to fight or not fight

NO – Don't fight the fire. Get out, get others out, and call **911**

- If the fire is spreading beyond the spot where it started.
- If the fire could block your exit
- If you are not too sure how to operate the extinguisher.

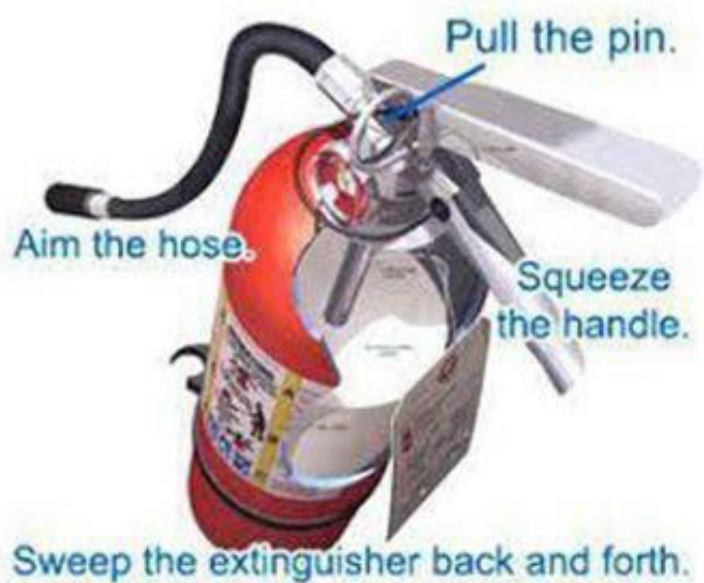
YES – Do fight the fire

- If you or someone else has already called **911**.
- If the fire is small (confined to its origin in a Wastebasket, cushion, small appliance, etc.)
- If you can fight it with your back to an exit.
- If your extinguisher is in working order and you know how to use it.
- If you know enough to get out fast if your effort is failing.

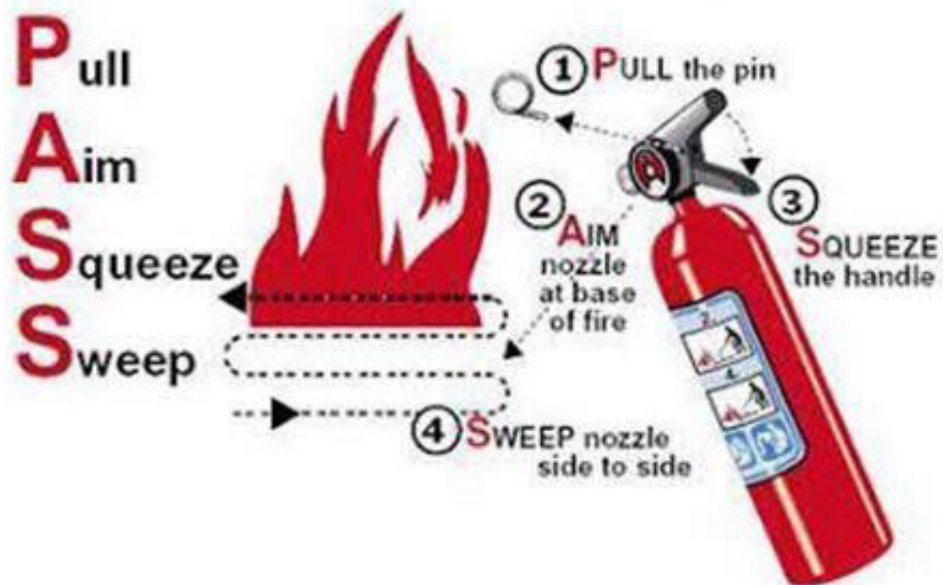
Fire Extinguishers

- Fire extinguishers are located in all public and working areas throughout the facilities and shops; whenever you begin working in a new space, you should note their locations.
- Any time that fire extinguishers are used or are found to be uncharged or with a broken seal, report the unit immediately to the Production Manager or area coordinators.

Fire Extinguisher Instructions:



To operate an extinguisher:



Tornado

The Department of Theatre and Dance has created this section as a reference for the purpose of training Students, Faculty, and Staff in the proper procedures and protocols for response in case of an emergency. These procedures and protocols have been created as a quick reference, but all parties should understand that each individual emergency may be unique and require independent action and response. Faculty, Staff, and Students should make themselves aware of these procedures and protocols and ensure they are properly prepared in the event of an emergency and understand how to gauge the severity of a situation in order to properly respond. Some major emergencies may require response from other entities on campus, it is imperative you make yourself aware of those entities and how to contact them. Their information is listed on the contact page here in this handbook at the beginning of this section.

The Department of Theatre and Dance faculty, staff, students, patrons, and participants are required to follow the policies and procedures set forth by APSU Policies and Procedures Manual and APSU Campus Safety Protocols.

More information regarding APSU Tornado action plans can be accessed by going to: <https://www.apsu.edu/emergency-management/weather.php>

The university may potentially face a tornado capable of producing mass casualties, significant property damage, or significantly interrupting normal campus operations. In a typical year over 800 tornadoes are reported nation-wide causing 80 deaths and 1,500 injuries. Extremely violent tornadoes are capable of winds in excess of 250 mph and producing widespread damage paths in excess of a mile wide and 50 miles long. From 1961 through 1990 Tennessee averaged 3 tornado deaths per year, and 2.91 tornadoes reported per 10,000 square miles or 12 tornadoes per year.

A consistent factor in post-tornado analysis is that community preparation and planning results in minimized casualties, reduced property damage, and faster economic recovery.

In the event of a Tornado notify the following people:

- Police – Emergency **(911)**
- Faculty / Shop Manager
- Technical Director
- Department Chair

Tornado Information

Tornadoes are most likely to occur in mid-afternoon, generally between 3pm and 7pm although they can occur at any time. Movement is generally from southwest to northeast. The cloud associated with a tornado is a dark, thunderstorm cloud from which a whirling funnel shaped pendent extends to or near the ground. Rain usually precedes the tornado, frequently with hail, and as a heavy downpour.

- **Tornado Watch:** A tornado watch is the first alert message issued by the weather bureau. A tornado watch is issued when the conditions are favorable for the formation of a tornado. The local National Weather Service will issue a watch bulletin to the local authorities, as well as the local media. A "watch" specifies the potentially affected area(s) and timeframe during which tornado formation is highly probable. Watches are not warnings. Until a warning is issued, you should not interrupt your normal routine except to stay tuned to the radio or television and look for threatening weather.
- **Tornado Warning:** A tornado warning is issued when a tornado is sighted visually in the immediate area or by radar. A warning gives the location of the tornado at the time of detection, the area through which it is expected to move, and the time period during which it will pass the area. When a tornado warning is issued, persons in the path of the storm should take immediate safety precautions. If you sight a tornado funnel, move to shelter immediately.

A campus-wide outdoor tornado siren/warning system is installed on campus. It will be tested monthly with a brief voice announcement followed by the warning siren for 15 to 30 seconds to develop recognition with the system. In the event of a tornado warning for anywhere in Rutherford County there will be a brief voice announcement followed by a 3-minute warning siren, repeated once then sounded when any additional warnings are issued. A brief voice announcement and all clear signal will be sounded when all tornado warnings for Montgomery County have expired.

- **Protection** (The following information is provided for both on and off campus situations.)
 - If employees are notified of a tornado warning, they should alert the building occupants and move to the safest place in your building and/or complex. **THEY SHOULD NOT PULL A FIRE ALARM** – no one should leave the safety of the building. Students, faculty, and staff should not leave the building until they are notified that the danger has passed. It is helpful if flashlights are kept handy as a power outage may occur during this type of storm.
 - Safe places to seek shelter include basements of modern, steel-reinforced office and classroom buildings, storm shelters, tunnels, sub-basements, basements, and interior corridors. Dangerous places to seek shelter include **auditoriums**, gymnasiums, aircraft hangars, modular buildings, structures with wide, free span roofs, upper stories of office buildings, glass enclosed areas, and vehicles.
 - The basement or ground floor interior corridor usually offers the greatest safety in campus buildings. Seek shelter in the middle of the building. Take cover under heavy furniture or in an interior hallway against a strong, inside wall on the lower floor
 - Motor vehicles do not offer adequate protection from a tornado. Violent winds can roll a vehicle over, crushing it and its occupants. Encourage everyone to remain in the building and not attempt to drive.
 - If caught in the open, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression such as a ravine or ditch.
 - Follow the instructions of emergency response personnel or remain in the hallway until the Campus Police, Safety Officer, Fire Department, Emergency Management, or other emergency response personnel give the all clear.

Tornado Procedures

In the event of a Tornado Warning that triggers the on-campus alert system the following actions should be taken to get faculty, staff, patrons, and participants to safety.

- **Non-Performance** (no patrons in Theatre)
 - Faculty, Staff, and Area coordinators should direct all faculty, staff, students, and guests down to the Stairwell between the Theatre and main Theatre office hallway. Everyone should remain in the stairwell until an all clear is given (or campus alert system stops)
 - If hallway/stairwell becomes too crowded to allow egress, spill over can go into Room 106, student gallery space on the first floor. Only go into the spaces that do not have exterior windows.
- **Performance** (patrons in the theatre)
 - Stage Management should call hold over comms and all areas should go into Hold Mode. In the case where it would be impossible to quickly and safely evacuate to the back hallway (due to imminent threat or number of patrons in theatre) The following announcement should be made from the Stage Manager:

Stage Manager Speech – Tornado Warning – Trahern Theatre or Laboratory Theatre

Hello Everyone, your attention please!

The National Weather Service has issued a tornado warning for our local area. The University recommends, for your maximum safety, please remain seated until the “all-clear” is given. I repeat: Please remain seated and await further instructions. Thank you.

- House Management should move anyone in the lobby and restrooms into the main floor of the theatre. Once lobby and restrooms have been cleared, all should remain in the main floor of the Theatre.
- In the case where the threat is not perceived to imminent and there is only a small number of patrons in the theatre, patrons should be evacuated to the back hallway. This decision should be made quickly by the Stage Manager and House Manager, as a general rule, any audiences over 100 should remain in the theatre. The Following Announcement should be made from the Stage Manager:

Stage Manager Speech – Tornado Warning Evacuation – Trahern Theatre or Laboratory Theatre

Ladies and Gentlemen, your attention please!

The National Weather Service has issued a tornado warning for our local area. The University recommends, for your maximum safety, that all patrons located in the theatre calmly make their way to stairwell located outside of the side door of the Theatre (point to the exit at House Right), House Management will be available to assist in getting people backstage. Do not remain in the theatre. I repeat: Please calmly make your way to the stairwell. Thank you.

- House Management should move anyone in the lobby and restrooms into the theatre and begin guiding the way towards the stairwell. Stage Management and House Management should ensure all have made it to the stairwell.

Active threat

The Department of Theatre and Dance has created this section as a reference for the purpose of training Students, Faculty and Staff in the proper procedures and protocols for response in case of an emergency. These procedures and protocols have been created as a quick reference, but all parties should understand that each individual emergency may be unique and require independent action and response. Faculty, Staff, and Students should make themselves aware of these procedures and protocols and ensure they are properly prepared in the event of an emergency and understand how to gauge the severity of a situation in order to properly respond. Some major emergencies may require response from other entities on campus, it is imperative you make yourself aware of those entities and how to contact them. Their information is listed on the contact page here in this handbook at the beginning of this section.

The Department of Theatre and Dance faculty, staff, students, patrons, and participants are required to follow the policies and procedures set forth by the Austin Peay State University Policies and Procedures Manual and APSU Campus Emergency Safety Handbook. Information from the Campus Safety Handbook has been used as reference for the information provided below specific to our area and common emergencies. For more information, please access the complete APSU Campus Emergency and Safety Handbook.

APSU Campus Safety Handbook can be accessed by going to: <https://www.apsu.edu/emergency-management/files/emergency-action-plan.pdf>

The Department of Theatre and Dance takes the threat of violence and terrorism serious. Over the last couple of years, the threat of danger through terroristic acts has become more common. Theatres and other places of mass congregation have become targets. The department has laid out plans on how to act and react in case of an active threat. These plans are available to faculty, staff, and students. And regular training will be conducted to ensure all parties are aware of policies and procedures in case of an active threat. The details of those plans are not to be made public, but to remain internal for the safety of our faculty, staff, students, patrons, and participants.

If at any time you perceive a threat to be imminent, observe suspicious activity or have concern for the wellbeing of the parties on this campus, immediately notify the following people:

- Police – Emergency **(911)**
- Faculty / Shop Manager
- Technical Director
- Campus Police – nonemergency **(931-221-7786)**