



Department of Theatre and Dance

Policy and Procedures

Health and Safety

Emergency Response

Theatre Facilities Handbook





General Information

Located on the campus of Middle Tennessee State University

1301 East Main Street, Murfreesboro, Tennessee 37132

Boutwell Dramatic Arts Building

615 Champion Way

Theatre and Dance Office located on the 2nd floor, room 205

Departmental Contact information

Theatre.Dance@mtsu.edu

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Goals of MTSU

Department of Theatre and Dance Facilities Handbook

- To establish a comprehensive reference for University, Departmental, Facility, Health and Safety, and Emergency Response Policies and Procedures.
- To foster the management, growth, and awareness of our policies and procedures.
- To provide leadership and guidance for faculty, staff, students, patrons and participants regarding established policies and procedures.

In this manual we will outline the expectations that will ensure all participants are acting in accordance with established Middle Tennessee State University policies, procedures, guidelines, and rules in conjunction with the Department and Facility specific policies and procedures developed to ensure safe operation and participation.



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Facilities

Performance Spaces

1) Dorethe and Clay Tucker Theatre

Located on the east side of the Boutwell Dramatic Arts Building
615A Champion Way, Murfreesboro, TN 37132

2) Deborah K. Anderson Studio Theatre

BDA 101

Located on the south side of the Boutwell Dramatic Arts Building
615B Champion Way, Murfreesboro, TN 37132

Production Shops and Facilities

1) Scenic Shop

BDA 107

2) A/V Storage Shop

BDA 117

3) Costume Shop

BDA 118

4) Dye Shop

BDA 108

5) Make up Room

BDA 120

6) Green Room

BDA 112

7) Dressing Rooms

BDA 106 & 110

8) Box Offices

Tucker Theatre & Studio Theatre

Departmental Classrooms

1) Tucker Theatre

2) BDA 101 (Studio Theatre)

3) BDA 107 (Scenic Shop)

4) BDA 118 (Costume Shop)

5) BDA 120 (Makeup Room)

6) BDA 215 (Rehearsal Studio)

7) BDA 216 (Conventional Classroom)

8) BDA 218 (Conventional Classroom)

9) BDA 220 (Design Lab)

10) Murphy Center GA40A (Dance Studio)

11) Murphy Center GA40B (Dance Studio)



Facility Operation Policies and Procedures

The following should be considered as guidelines for working in all areas of the Boutwell Dramatic Arts building. They have been written and are enforced 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 area manager or coordinator.

- All persons in the performance facilities or production shops should always wear proper Personal Protective Equipment (PPE).
- All persons working in the performance facilities or production shops should be properly trained or supervised at all times.
- Every attempt should be made to keep your work area clean 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 be permitted to operate equipment while under the influence of any legal or illegal mood, mind, or body altering substances. Any person removed from the shops for the above reason shall not be allowed to return unless authorized by the Production Manager.
- 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 area management or coordinators.

I. Patrons

- Smoking is not permitted on the campus of Middle Tennessee State University.
- Food and drinks are not permitted in the theatre or other auxiliary spaces, without the express consent of Theatre Management.
- The User and its patrons shall **not** obstruct: (i) any entrances or exits from the building, (ii) any stairways, hallways, or access to utilities within the building, or (iii) any sidewalks immediately outside the building. Enforcement of this policy is the responsibility of the user and failure to comply can result in the termination of the event.
- Animals (other than certified service animals) will not be allowed in the building for any reason without the express consent of the Theatre Management prior to load-in.
- Decorations and signs may not be placed in any rooms, hallways, lobbies, or theatres in the building without express consent of the Theatre Management. Costs to repair any damage caused by placing such decorations or signs will be paid by the User.
- No sign or decoration is allowed on the building exterior or sidewalk without the express consent of Theatre Management.
- No tape is allowed in the lobby. If cables must be ran in the lobby they must be ran through approved pathways or matted. All cabling should adhere to OSHA standards of safety.
- Guns, grenades, explosives, large knives, and lasers are all prohibited in Boutwell Dramatic Arts Building.
- Backpacks, Shoulder bags, duffle bags are prohibited inside during productions and events. Small personal items are subject to search.

II. Production Related Policies

- Prior to the event, the User must communicate directly with the Theatre Management to specify all necessary information regarding to event preparation, load in, load out, tech and run including all pertinent logistical, technical and staffing elements and requests.
- Prior to the event, the User shall provide a complete list of all persons affiliated with the client, event, or property that will be permitted access to Tucker Theatre and the Boutwell Dramatic Arts Building. Theatre Management reserves the right to restrict access to any parties.
- The house opens 30 minutes prior to the scheduled performance. All set-up and sound checks must be completed by this time. Theatre Management will assist the User in opening the house on time.
- Theatre Management must approve all “prop” weapons prior to the event.



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- The express consent of the Event Manager, in collaboration with the User's representative, is required to begin each performance and end each intermission.
- House seats will not be removed to accommodate sound and lighting boards, or additional equipment. Theatre Management will provide space in the theatre when available for additional equipment.
- Theatre Management reserves the right to control the final sound level for any event.
- No additional locks will be permitted on any door of the premises. It is recommended that valuables be collected by the User's representative prior to the event and kept until the event is completed. Although Middle Tennessee State University maintains 24 hour security in all areas under its jurisdiction, Theatre Management assumes no responsibility for valuables left, lost, or stolen from the facility.
- Any room that is not used in accordance with its intended purpose that could result in damage, theft or obstruction of the policies and procedures set forth will be the responsibility of the User and subject to additional charges or repercussions at the discretion of Theatre Management.
- Theatre Management must approve all smoke and pyrotechnics effects under the guidance of the University Fire Marshall. In addition, pyrotechnic effects must first be approved by the State Fire Marshall's office. The User must provide a written description of each effect and may be called upon to demonstrate that effect to the University Fire Marshall prior to approval. Pyrotechnic effects permits also require a drawing of the stage showing locations of the effects with respect to audience, actors and/or performers and scenery, and a letter attesting to the expertise of the pyro-technician. The User shall work in conjunction with the Theatre Management in coordinating demonstrations with the University Fire Marshall. Pyrotechnic permits must be issued ten business days prior to the demonstration. Substantial fees are involved in this process. Some atmospheric and smoke effects may be provided by Theatre Management and must be requested prior to the event.
- All scenery and paraphernalia must be flame proofed by the User to satisfy legal standards and the highest standards of accepted contemporary practice.
- All electrical equipment brought into the building by the User shall comply with all rules and regulations of city, state, and federal governments.
- Any use and/or change of rigging and equipment must be approved in advance by Theatre Management.
- The User shall not allow nails, tacks, stage screws or similar articles to be driven or placed in any part of the building without prior express consent by Theatre Management.
- The User shall not allow flags, banners, signs, poster, etc. to be taped, stapled, pinned, or attached to any portion of the building, curtains, or furniture without the express consent from Theatre Management. Any damage incurred from this use shall be the responsibility of the User
- Food is not permitted at any time without the express consent of Theatre Management. Refreshments may be served in the lobby area. User will be responsible for cleanup of all food and/or refreshment refuse and service equipment prior to leaving the Facility each day. All refuse shall be placed in the appropriate waste containers.
- The User may not use a forklift in the Boutwell Dramatic Arts building or Tucker Theatre.
- The facilities are a place of public accommodation and are accessible to those with a disability in compliance with Titles II & III of the Americans with Disabilities Act (ADA). The User shall not allow any of its artists, employees, contractors, agents, invitees, or other persons it permits on the premises to render the facilities inaccessible to disabled persons or otherwise cause the facilities to be out of compliance with the ADA. In the event the User permits any person to render the facilities inaccessible to disabled persons or otherwise cause the facilities to be out of compliance with the ADA, the User shall immediately remove the cause and return the facilities to compliance.
- The Theatre Management must be informed anytime chemical smoke or haze is used to insure building management is informed and proper safety precautions are taken.
- No fixture, lighting or scenic, may be used on the balcony railings. These railings are overhead of potential patrons, and not rated for any additional weight. The cabling from these fixtures also creates a safety hazard on the audience level.
- All aisle ways must be kept free and clear at all times. This includes but is not limited to tables in the front aisles, stairs in the front aisles, and lighting stands in the balcony. Deviation from this policy requires ample signage and must be approved by Theatre Management prior to load in.
- Doors to the exterior of the building are not permitted to be propped open at any time. These are rated and used to control fire in the event of an emergency. The doors on the theatre leading into the Tech Room and the hallway are on the Fire Zone line. These doors must be kept closed at all times.



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III. Labor Policies and Procedures

As a Department of Middle Tennessee State University, the majority of its labor force is comprised of skilled student workers who make up the primary work crew and technical staff under the direct supervision of Theatre Management.

A. Required labor

- All policies and procedures regarding required labor are at the final discretion of the Theatre Management and the Event Manager on duty.
- Theatre Management is required anytime the User wants access to the Facility.
- All Events require at least one (1) Event Manager, one (1) House Manager, and one (1) Stage Manager staffed by Theatre Management. Additional staff may be required given event parameters and needs.
- The presence of an audience of more than fifty (50) persons requires a qualified House Manager whose sole responsibility for the production is to be the House Manager. Two House Managers are required for events with an estimated audience of more than eight hundred (800) persons. Said House Manager(s) must be present prior to the entry of any audience and for the duration of the event. Qualification as defined here is at the sole discretion of Theatre Management.
- Use of lighting, sound, mechanical, electrical, and/or other equipment owned by the Facility requires the presence of the appropriate trained operators and/or crew for said equipment. Theatre Equipment must be operated by MTSU Theatre Personnel.
- One Usher is required for every 100 persons expected to be in attendance. The User may provide ushers or Ushers can be brought in for an additional fee. Ushers must be present at least thirty minutes prior to the presence of an audience in the facility.
- All ticketed events require a Box Office Manager to be present. For ticketed events utilizing the box office, a box office staff is required.
- Box office staff consists of one (1) Box Office Manager and three (3) Box Office Operators.

B. Time

- All policies and procedures regarding time and crew call are at the final discretion of the Theatre Management and Event Manager on duty. The Event Manager on duty will be responsible for tracking the relief of crew called.
- The Event Manager must be present any time there are production personnel in the building.
- Minimum crew call will be four (4) hours for load-in, load-outs, rehearsals, and performances.
- All events will have one (1) hour of mandatory event preparation/reset time added onto any estimated call.
- All events must allow one (1) hour walkaway breaks for six (6) hours on call or User may provide a full meal for the crew with a thirty (30) minute meal break. Meal breaks must be taken no sooner than four (4) and not later than six (6) hours after the crew call time.
- All events must allow one (1) hour of break between any tech and show on calls that exceed six (6) hours
- All events must allow one (1) ten (10) minute break for every four (4) hours of estimated call.



Performance Spaces Information and Policies

Dorethe and Clay Tucker Theatre

Located on the east side of the Boutwell Dramatic Arts Building
615A Champion Way, Murfreesboro, TN 37132

GENERAL INFORMATION

- Tucker Theatre is a proscenium style theatre with two side stages.
- Auditorium Capacity
Main Floor: 534 seats
Balcony: 292 seats
Total: 826 fixed seats
- Tucker Theatre has access to auxiliary spaces including two dressing rooms, makeup room, green room, and lobby.
- The Load in point is outside of the scene shop located off stage left. A load-in to the stage is through the shop. The loading door is 9'-0" wide by 10'-0" high.
- Orchestra Pit: Located under the apron, its use requires significant advance notice and may result in additional labor charges for the User. There is no lift system of any kind installed and can only be accessed by stairs or ramp. Floor of the pit is 10'-0" below stage deck level.

LOBBY

- Lobby Location: Tucker Theatre contains one lobby located in front of the auditorium.
- Lobby Facilities: The lobby provides a large waiting area furnished with built in granite benches, counter tops, tables and chairs. To the lobby right is a men's restroom and drinking fountain and to the lobby left are a women's restroom as well as a family restroom. Please arrange all use of the lobby through Theatre Management.
- Box Office: There is one box office with three ticket windows, a telephone, and wireless communications to Theatre Management.
- Advertising: Signs and decorations may be displayed in the lobby with the express consent of Theatre Management. All decorations and signs must be removed by the User after the event has concluded. Any damage due to the decoration or signs left by adhesives or other equipment will be charged directly to the User.
- Food Service: Food and drink may be arranged with the University Food service. They can provide everything from soft drinks to full meals. All sales of food, snacks and other merchandise in MTSU facilities must be in compliance with existing food service and vending contracts. Any use of food service must be approved by Theatre Management. Concessions may not be sold in the lobby without the express consent of Theatre Management.
- Chairs & Tables: Folding tables and chairs are available for visitor's use. Please notify Theatre Management in advance of these needs.
- Americans with Disabilities Act Access: The lobby of Tucker can be accessed by the ramp located on the left side of the front of the building. There is also ADA compliant seating located within Tucker Theatre that is easily accessed from the lobby. Lobby restrooms are all ADA accessible.
- Crowd Control: Stanchions are available for crowd control and limiting access to areas. Advanced noticed is required by Theatre Management for any specific crowd control requests.

GREEN ROOM

- Location: BDA 112, off the back stage hallway.
- Description: Room is furnished with chairs, couches and tables as well as a refrigerator and sink.



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DRESSING ROOMS

- Total Number of Rooms: Two (currently designated as 1 male – BDA 106 and 1 female BDA 110) contains restrooms with two showers each. Maximum capacity: Male - 16, Female - 14
- Location: BDA 106 and BDA 110. In hall behind stage on stage level.
- Description: Each dressing room is furnished with one full-length mirror, racks in individual stalls to hang costumes and a separate room containing a sink with lighted mirror, toilet and two showers.

MAKEUP ROOM

- There is one (1) Make-up room with a maximum capacity of 20 persons.
- Location: BDA 120. In hallway behind stage, on stage level.
- Description: One large room containing counters, chairs, lighted individual makeup mirrors and a sink with hot and cold water.
- Supplies: No makeup or makeup supplies are provided in house. This includes tissues and soap.
(This space doubles as a classroom with equipment and materials owned by the Department of Theatre and Dance. Any damage or theft of this equipment will result in charges to the User)

STAGE INFORMATION

- Proscenium opening: 40'-0" wide and 20'-0" high
- Height of stage from auditorium floor: 3'-7"
- Front edge of apron to back wall: 56'-0" On Center
- Front edge of apron to proscenium line: 18'-0" O.C.
- Proscenium line to back wall: 38'-0" O.C.
- Wing space stage left: 7'-0" and opens into shop.
- Wing space stage right: 4'-0" off stage of cyc.
- Height of grid: 50'-5 1/2"
- Usual trim height: 20'-0" to 22'-0"
- Crossover: Through hallway behind stage.
- Stage Floor: Wood floor, slightly resilient, over cement beam support structure.
- Traps: Three 3'-0" x 6'-0" removable traps (see Tucker Repertory Plot)
- Floor surface condition: Fair
- Side Stages: Proscenium: 11'0" (h) x 16'0" (w); Black velour draw curtain manually operated: Operating lines are D.S.- Curtain Closes to U.S.
- Orchestra Pit: Tucker Theatre has an orchestra pit.

MASKING

- Main Curtain: NAVY Velour - Fly and Draw manual operation - Two panels 26'-0" x 24'-0" high
- Borders
 - Black velour
 - 5 Available
 - 6'-0" x 48'-0"
- Side Stage Curtains (2)
 - Black Velour
 - Manual draw operation (Lines DS) D.S. full open, U.S. full closed
 - 11'-0" X 12'-0"
- Legs
 - Black velour
 - 5 sets
 - 10'-0" x 22'-0"
- Traveler
 - Two Black Velour sets (One at half Stage and one at Upstage)
 - Each panel 26'-0" X 24'-0"
- Cyclorama



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1 bleached muslin – white color Hung
on curved batten 25'-0" X 100'-0"1
unbleached muslin – off-white color
Hung on straight batten 25'-0" X 40'-0"
Flat Cyc is hung on line 33, 30'-6" from plaster line, O.C.
Wrap Cyc is hung on line 34, 31'-0" from plaster line, O.C.

COMMUNICATION SYSTEM

- Theatre Communication System
 - 5 – Wired clearcomm units with 4 channel capabilities (Stage Management, Lighting, Sound, Video, Live Stream)
 - 8 – Wireless ClearComm 4 channel units
- Other
 - Tie ins available in orchestra pit for additional party line service

FLY SYSTEM

- Tucker Theatre is equipped with a single purchase, counter-weight system.
Total line sets: 34
Lines will fly approx. 51'-0".
Low pipe trim: 4'-7"
Line Set Labeling
Lines may be labeled on the rail with white gaff tape and ropes may be spiked with spike tape only. All labels and tape must be removed at strike.
- Unavailable line sets
 - 6, 11, 16, 22 and 27 are electrical line sets used for lighting.
 - 3 (Blue), 17 (black), 30 (black) are traveling curtains
 - 26 is a rear projection screen
 - 33 and 34 are cycloramas
- Strike
 - All curtains must be returned to their original storage positions during strike.
- Operators
 - Only qualified personnel may operate this system and must be trained by theatre management.

LIGHTING

Tucker Theatre utilizes a robust repertory plot with conventional dimming and intelligent fixtures. Networked through ETCNet and controlled at FOH by an ETC EOS, across six onstage electrics and two catwalks with additional dimmable power on and off stage. Additional information regarding system, control, and inventory available upon request. The repertory plot is subject to changes. We can provide qualified operators and designers from our staff, or you may bring your own operator/designer. However, use of our lighting system MUST be supervised by a member of Tucker Theatre staff.

AUDIO

Tucker Theatre utilizes a Roland Professional OHRCA System, with the Roland M5000 digital mixing console at FOH and a multi-reac digital snake system delivered through dual D&B line arrays with additional center cluster, front fills, and (4) double 18" Subs. The Theatre has access to powered and passive monitors and the Roland M-48 personal mixers with a Roland M400 digital mixing console for monitor mixing on stage. Additional information regarding system, control and inventory available upon request. We can provide qualified engineers and designers from our staff, or you may bring your own engineer/designer. However, use of our sound equipment MUST be supervised by a member of MTSU Staff.



PROJECTION EQUIPMENT

Tucker Theatre has access to the following projection equipment

- 1 - Video screen (15'-5" wide x 12'-6" high), retractable, permanently mounted to the Proscenium. Front projected from FOH position with 7K NEC Projector.
- 1 – Video Screen 18' x 45'. Rear or front projected. Must be suspended from the fly system.
- Any other equipment must be requested 3 weeks in advance and is subject to availability of MTSU production services.
- Rear projection curtain with (1) Epson 15k Projector with ultra-short throw lens.
- Additional information regarding system, control and inventory available upon request.

MISCELLANEOUS EQUIPMENT

- Ladders
Visiting groups may use the following ladders only with express consent of Tucker Theatre Management.
Platform A frame ladders
 - 1 - 6'-0"
 - 1 - 8'-0"
 - 2 - 12'-0"2 - Hydraulic Lift, 25'-0" platform height
(MTSU and its employees assumes no responsibility for accidents or injuries)
- Lectern
Wooden Lectern and Acrylic Lectern available with advance notice.
Lecterns are fitted with microphone and AV accessibility upon specific request.
- Piano
Baby Grand with black gloss finish
Permission must be obtained in advance to use the piano
The visiting group will be charged for tuning.

ADDENDUM

- ALTERATION OF PHYSICAL PLANT
Please note that the user is not authorized to alter the physical plant, structure, or mechanical operation of Tucker Theatre or any of its support areas. This includes, but is not limited to:
 - Modification, repair, or reassignment of any part of the rigging system of the theatre.
 - Modification, repair, or adjustment to any part of the electrical system of the theatre.
 - Structural changes to the facility, such as the addition or deletion of rigging positions, lighting positions; the rerouting of wiring, cabling, or conduit.
 - Drilling, boring, or in any way penetrating cinder block, brick, concrete, steel, or any other such structural material located within the facility, where structural integrity will be jeopardized or visible scarring of the facility will result.
- REPARATION / MAINTENANCE OF EQUIPMENT
Please note that any major repairs needed within the theatre plant must be contracted through an outside licensed and bonded contractor. Due to insurance and safety risks, none of the following type of repairs / maintenance may be performed by the user group or any of its technicians or staff:
 - Any electrical work at the circuit level. This includes (but is not limited to): tapping off breaker boxes, rerouting existing wiring, adjusting connect panels, altering dimming systems, opening manufacturer sealed devices, removing electrical panel covers, or any other item that the departmental Production Manager deems as hazardous to the current and future safety of the employees, students, and physical plant of MTSU.
 - Any structural rigging within the theatre plant. This includes (but is not limited to): replacing head blocks, loft blocks, cabling, battens, arbors, or any other part of the counterweight system; adding or deleting line sets; permanent or semi-permanent installation of rigging of any kind, or any other item that the Theatre Manager deems as hazardous to the current and future safety of the employees, students, and physical plant of MTSU.



Performance Spaces Information and Policies

Deborah K. Anderson Studio Theatre

BDA 101

Located on the south side of the Boutwell Dramatic Arts Building
615B Champion Way, Murfreesboro, TN 37132

GENERAL INFORMATION

- The Studio Theatre is a black box style
 - Capacity
 - Max capacity: 100
 - Max seating: 80
- Seating is flexible and subject to individual performance
- The Studio Theatre shares access to auxiliary spaces including two dressing rooms, makeup room, green room, and lobby.

LOBBY

- Lobby Location: The Studio Theatre lobby is located on the south side of the BDA.
- Lobby Facilities: The lobby provides tables and seating as well as access to a men's and women's restroom. There is a drinking fountain located just outside the main entrance of the Studio Theatre.
- Box Office: There is one box office with one ticket window.
- Advertising: Signs and decorations may be displayed in the lobby with the express consent of Theatre Management. All decorations and signs must be removed by the User after the event has concluded. Any damage due to the decoration or signs left by adhesives or other equipment will be charged directly to the User.
- Food Service: Food and drink may be arranged with the University Food service. They can provide everything from soft drinks to full meals. All sales of food, snacks and other merchandise in MTSU facilities must be in compliance with existing food service and vending contracts. Any use of food service within the Studio and the Lobby must be approved by Theatre Management. Concessions may not be sold in the lobby without the express consent of Theatre Management.
- Chairs & Tables: Folding tables and chairs are available for visitor's use. Please notify Theatre Management in advance of these needs.
- ADA Access: The lobby of the Studio Theatre can be accessed by the ramp located on the south side of the building. Lobby restrooms are all ADA accessible.
- Crowd Control: Stanchions are available for crowd control and limiting access to areas. Advanced noticed is required by Theatre Management for any specific crowd control requests.

GREEN ROOM, DRESSING ROOMS, & MAKEUP ROOM

- The Studio Theatre shares auxiliary space with Tucker Theatre, please see information for Tucker Theatre for more information.

STAGE INFORMATION

- 2100 Square Foot space approximately 70'-0" long and 30'-0" wide
- Height of grid: 14'-0"
- Crossover: Through hallway behind stage.
- Stage Floor: Concrete.
- Floor surface condition: Rough



MASKING

- Legs
Black velour
4 sets - 10'-0" x 14'-0"
- Traveler
1 black traveling masking curtain located in the north end of the Studio

COMMUNICATION SYSTEM

- Theatre Communication System
8 – Wireless ClearComm 4 channel units
8 – Wireless RTS 2 channel units available

LIGHTING

The Studio Theatre utilizes adequate supply of conventional dimming fixtures including Source 4 Jr. Zoom 25 – 50 Degree zoom lenses and Altman 6" fresnel. Control comes from an ETC Nomad system. Additional information regarding system, control, and inventory available upon request.

AUDIO

The Studio Theatre comes equipped with an 8 channel Yamaha analog mixing console with access to 2 Mackie 12" speakers and controlled from FOH by Cuelab.

PROJECTION EQUIPMENT

The Studio Theatre has access to projection equipment.

- Additional information regarding system, control and inventory available upon request.

MISCELLANEOUS EQUIPMENT

- Ladders
Visiting groups may use the following ladders only with express consent of Tucker Theatre Management.
Platform A frame ladders
1 - 6'-0"
- Piano – Upright
Permission must be obtained in advance to use the piano
The visiting group will be charged for tuning.

ADDENDUM

- All users of the Studio Theatre must adhere to the same expectations set forth in the addendum for Tucker Theatre regarding the ALTERATION OF PHYSICAL PLANT and REPAIRATION / MAINTENANCE OF EQUIPMENT



Performance Spaces Information and Policies

Box Office Sales Policy

Tucker Theatre & Studio Theatre

▪ TICKETED EVENTS

- All ticketed events must utilize Arts-People ticketing service and equipment unless express exemption is granted from the Production Manager.
- Each ticketed event must have a Front of House Manager present.
- Box office staff will be included with the Venue Ticket Fee and will be responsible for handling the sale and distribution of tickets during event.

▪ ADVANCE TICKET SALES

- Advanced ticket sales may be set up through Theatre Management.
- Advanced tickets may be purchased online prior to the show date.
- Advance tickets may also be purchased to be sold by the coordinators prior to the event. Coordinators can receive up to 100 pre-print reserve tickets at a time. After the first 100 tickets are sold, the sales from the first 100 must be returned to acquire another 100 tickets for presale. Any pre-print reserve tickets not sold must be turned into the Theatre Management before the opening of the day of box office ticket sales.
- Online Ticket sales may begin approx. 6 weeks before opening night.
- Tickets go on sale in the lobby box office (up to two hours) prior to show time.
- The box office can accept cash or credit card (Visa, MasterCard, and American Express).
- Seating begins 30 minutes prior to show time and may be general admission or assigned seating.

▪ MTSU STUDENT TICKETS AND COMPLIMENTARY TICKETS

- Events can be set up to allow free access to both students and those whom have a complimentary code.
- Theatre Management must set up the free ticket complimentary code.
- MTSU student attendance may be monitored directly following the show by use of MTSU ID scanners.

▪ TICKET PRICES

- Tickets may be set up to be any price desired given proper approval from Event Manager. All tickets sold in the Box Office must be evenly divisible by \$5.00 for petty cash purposes. Tickets may have different levels depending on seat section, but as a general rule, Box Office price levels are the following:

Online/ Phone

| | |
|------|----------------------------|
| \$10 | General Admission seating |
| \$5 | Senior Citizens (aged 62+) |
| \$5 | MTSU Employee (4 limit) |
| \$5 | K-12 students (aged 5-18) |

In Person at box office

| | |
|------|---|
| \$10 | General Admission seating |
| \$5 | Senior Citizens (aged 62+) |
| \$5 | MTSU Employee (4 limit) |
| \$5 | K-12 students (aged 5-18) |
| FREE | MTSU students with valid ID |
| FREE | Children aged 5 and under |
| FREE | Dept. of Theatre and Dance employees, cast & crew |



▪ **SCHOOL MATINEE RESERVATIONS**

- MTSU Theatre and Dance often produces school group matinee performances. Each production will have specific ticketing requirements and registration processes. Please refer to Theatre Management for the specific show documentation for information concerning School Group Matinees.

▪ **VENUE TICKET FEES**

- Venue Ticket Fee is \$2.00 per ticket for any ticket sold or \$400.00 whichever is greater. Events with free general admission but requiring tickets will pay the \$400.00 fee.
- Venue Ticket Fee covers labor and equipment as well as fees assessed by Arts-People.
- Fees can be passed onto the patron or included in the total ticket price.
- Credit card fees will be the responsibility of the event organizers and will be assessed on the final invoice.



Production Shops Information and Policies

1) Scenic Shop

BDA 107

- **Appropriate PPE (Personal Protective Equipment) must be worn at all times.**
- **Proper clothing is required.**
 - No loose or baggy clothing.
 - Long sleeves must be securely pulled up or changed.
 - Long pants are highly recommended.
 - No open toed or backless shoes.
 - Shoes with 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 out of your eyes.
- The written Hazcom Program and The Right-To-Know station is available for anyone to read on request. One is located outside the main entrance of the Scenic Shop.
- **Safety glasses are available and required** for all operations as defined under OSHA and TOSHA.
- **Hearing protection is available and required** for all operations as defined under OSHA and TOSHA.
- **Dust masks are available and required** for all operations as defined under OSHA and TOSHA.
- All personal items must be stored in lockers, or in the theatre while working in the shop. Locks are not provided.
- Inspect tools before use for any defects such as frayed wires, or damaged hand tools. Remove defective tools from service and inform the area manager or coordinator.
- 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 strain 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 items can be locked up at request.
- Please silence all cell phones when working in the shop with the only exceptions – Production Manager, Production Assistant, Faculty and Coordinators in case of emergency.
 - This means no calls or texting in the shop
 - If for some reason you absolutely have to make a call, please do so outside of shop.
- You must receive annual training and certification to operate all saws, lifts and flying equipment.
 - No use of shop power tools is permitted without authorized supervision.
- All productions, other than main stage shows, must first schedule use of shop facilities before build is slated to begin. Scheduling can be arranged through the Production Manager.
- The exterior shop door must be open when painting in the shop or the stage.



- **Loading door to stage should remain closed unless you are loading in or painting on stage. DO NOT RUN SAWS OR SANDERS WHEN LOADING DOOR IS OPEN.**
- If, for any reason, you are uncomfortable doing the assigned task, let the Shop Manager, or supervising authority, know immediately and another task will be found for you.
- Before you leave shop, the area where you were working must be cleaned. Tools must be put in the proper places and area should be swept and cleaned of any debris.
- All employees' must sign in on arrival and sign out when leaving. This includes Shop Staff and Practicum students. Stagecraft hours will be logged by student and signed by Shop Manager or Staff when you sign out.
- Report all injuries, slips, and falls immediately to Shop Manager /Supervisor, no matter how minor.
- Please come ready to work and focus on assigned tasks. The shop can be a dangerous place to be if even one person is not paying attention. To minimize the risk of injury, please listen closely to, and follow all instructions given on use and care of Personal Protection Equipment, 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 Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification. All use of Shop after hours must be pre-approved by the Production Manager, Production Assistant, Faculty or Coordinator
- Students shall not be allowed use of the rail unless the Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification.
- Under no circumstances may a student use a personnel lift without the direct on stage supervision of the Production Manager, Production Assistant, Faculty or Coordinator and the student has received their annual training and certification.
- Ladders over 8' in height are not to be used unless Production Manager, Production Assistant, Faculty or Coordinator is on site or another student is on site serving as a spotter. Ladders should not be elevated over 2 feet above the stage floor proper when other viable options are available.
- Department recommends work calls end no later than midnight if the call began before 6pm and calls beginning after 6pm end no later than 2am.
- Students are must use a 'Buddy System' and to check exterior doors when staying past 10pm.
- Students are **STRONGLY** recommended to leave the facility by midnight when applicable, given responsibilities.



Production Shops Information and Policies

2) A/V Storage Shop

BDA 117

- **Appropriate PPE (Personal Protective Equipment) must be worn at all times.**
- **Proper clothing is required.**
 - No loose or baggy clothing.
 - Long sleeves must be securely pulled up or changed.
 - Long pants are highly recommended.
 - No open toed or backless shoes.
 - Shoes with 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 out of your eyes.
- All gels, templates, gear and cabling should be returned to its proper place in the A/V shop at strike. If you do not know where it goes, ask.
- All gels, templates, gear and cabling pulled for a production should be properly labeled and stored in a crate or container until load in.
- The work table should remain clear unless utilizing it for a task. If gear is left out on the work table, it should be properly labeled to ensure it is not moved or put back into storage until complete.
- Students shall not be allowed to hang or focus any lights in Tucker Theatre that they cannot reach from the floor unless Production Manager, Production Assistant, Faculty or Coordinator is on site. All hanging and focusing of lighting must be pre-approved by the Master Electrician, Production Manager, Production Assistant, Faculty or Coordinator
- Ladders over 8' in height are not to be used unless Production Manager, Production Assistant, Faculty or Coordinator is on site or another student is on site serving as a spotter. Ladders should not be elevated over 2 feet above the stage floor proper when other viable options are available.
- Unless specifically directed to do so by the Production Manager, Production Assistant, Faculty or Coordinator, students are not to touch the electrical panels or dimming system.
- Under no circumstances should a student perform any electrical or hot work (including for the tying in of tails).
- Under no circumstances shall a student use a fogger or a hazer after hours without express consent from Production Manager, Production Assistant, Faculty or Coordinator.
- Department recommends work calls end no later than midnight if the call began before 6pm and calls beginning after 6pm end no later than 2am.
- Students may use the lighting consoles for cueing purposes in the evening and on weekends if this time has been assigned as part of a lighting class or if they are the lighting designer assigned to a department production. Student cueing time for class work must end by midnight. Student cueing for productions must end by 2am.
- Under no circumstances are students allowed to move lighting consoles unless approved by the Production Manager, Production Assistant, Faculty or Coordinator.
- Students are must use a 'Buddy System' and check exterior doors when staying past 10pm.
- Students are **STRONGLY** recommended to leave the facility by midnight when applicable given responsibilities.



Production Shops Information and Policies

3) Costume and Dye Shop

BDA 118 and 108

- **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 Coordinator and Faculty.
- Costume shop workers will be expected to perform various techniques, repairs, alterations, pressing, and other duties as assigned. These instructions will be given to you by the Costume Studio Coordinator. All workers should be properly trained prior to use of any equipment.
- All workers are expected to clean up their station once task is complete.
- All workers should refer any questions regarding safety, repair, or training to the Costume Studio Coordinator and Faculty.
- All workers should use the locking ladder when retrieving items from shelves and cupboards.
- 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 Coordinator and Faculty.
- When using industrial serger, always press the “off” button when leaving the work station (even for just a moment)
- While operating any costume shop equipment, keep face and hair away from the moving mechanisms and remove long necklaces and long scarves.
- Never engage in horseplay, running, or throwing 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.
- The fire alarm must be set to event mode when utilizing the Dye vat.



Equipment Specific Information and Policies

1) Catwalk, Grid, and Fly System

Tucker Theatre

- Students shall not be allowed to access the theatre grid or catwalks without the express consent from Production Manager, Production Assistant, Faculty or Coordinator.
- Before ascending all pockets must be empty. Crescent wrench and other tools must be securely attached to your person. No hand, wrist or neck jewelry, no loose clothing and no open toed shoes may be worn.
- Turn the Catwalk and Grid lights are on before ascending.
- Before work begins, delegate someone to be responsible for communicating to crew on catwalk or grid. Maintain a safe sound level on stage to ensure communication is not impeded.
- Students shall not be allowed to hang, rig, weight, or change any rigging equipment without the direct supervision of Production Manager, Production Assistant, Faculty or Coordinator.
- Equipment may not be placed on the Catwalk, Grid, or Fly system unless properly hung, safetied or rigged.
- All equipment must be doubled checked to be tightly secured and safetied before flying out.
- Students shall not be allowed use of the rail in any way unless the Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification.
- Maintenance problems or concerns should be reported immediately to the Production Manager, Production Assistant, Faculty or Coordinator.
- Never operate the rail while impaired in any way.
- Never stand or walk under a moving rigged set unless specifically choreographed for performance.
- Do not sit or store any personal items on or under the rail (including drinks, clothing, props)
- Do not climb, sit or stand on the rail unless instructed to do so by Production Manager, Production Assistant, Faculty or Coordinator.
- When flying battens or electrics either the Line Flycaptain / Head Flycaptain / Stage Manager must maintain visual contact with the moving element. In Tucker Theatre it is important to have an additional person designated to watch the stage left side of the system (particularly the electric umbilicals and stage left scenery).
- Counterweight systems are designed to be used in a balanced condition. During the loading and unloading process, an unbalanced load condition exists. This condition is potentially VERY DANGEROUS! When working with an unbalanced load you must keep the weighted load at the lowest position (i.e. when working with a deck level electric, do not remove fixtures without re- weighting or securing the arbor first.)
- **Loading and unloading procedure:**
 - The Head Flycaptain or Stage Manager on deck directs the loading and unloading procedure (usually the Master Electrician, Head Carpenter, Technical Director, Production Manager).
 - Before loading or unloading an arbor, it is wise to have a safety wrap on the hand line (a buddy, a belaying pin and twist, or a safety hitch on the hand line).
 - **DO NOT RELY ON THE ROPE LOCK TO HOLD AN UNBALANCED LINE.** These locks are designed to hold balanced pipe weight only.
 - The loading bridge crew should add or remove weights only when instructed to do so by the deck Flycaptain and only after the rail has been cleared.
 - Weight is added to the deck level batten/electric by the stage crew under the instruction of the Head Flycaptain (At this point the batten weight is greater than the arbor weight.)
 - When loading weights for scenery or drapery that is initially being supported by the floor, it may be necessary for the deck crew to hang on to the batten with their hands or with a bull line. **DO NOT LEAN OVER THE BATTEN! IT MAY BE NECESSARY TO LET GO QUICKLY!**
 - Once the batten/electric is loaded, the Head Flycaptain will clear the rail and instruct the loading bridge crew to load the appropriate number of half, full or double weights.



- Before changing weight on the arbor, the loading bridge crew must yell, “Clear the Rail!” indicating that ground personnel should move to center stage or beyond (Stage left in Tucker). The Head Flycaptain should confirm that all personnel are clear before replying “Rail clear”.
- The loading bridge crew will then state “Loading/unloading bricks on (line set/electric #_)” and begin adding or subtracting the appropriate bricks.
- Once the change in weight is complete, the loading bridge crew will state “loading/unloading complete on (line set/electric #_)”, indicating that the Head Flycaptain is clear to test the batten/electric for balance.
- Before testing for balance the Head Flycaptain will ensure that the stage area is clear and that the loading bridge crew has all moved away from the batten/electric being tested. He/she will then announce “testing weight on batten/electric #_” and wait for a response from all deck and bridge crew.
- Touch the hand line before releasing the lock and safety wrap. If the tension feels off or wrong, do not release them. Refigure the weight math and mentally retrace the loading process to check for errors. TRUST YOUR GUT!
- If you believe for ANY reason that the pipe might be slightly out of weight, have a second flycaptain gripping the hand line as well.
- Carefully release the lock and test the batten/electric for balance. Remember that pipes with some weight being held by the floor will be arbor heavy until the scenic/electric weight is in the air. BE CAREFUL!
- Weight will be added or subtracted following the above procedure until the batten/electric is in balance.
- When loading and unloading any batten or electric, MAKE SURE THE HEAVIEST PART IS ALWAYS THE LOWEST!
- **Show operation procedures:**
 - Make sure that the rail is correctly labeled for each show. **Always relabel to rep plot at the strike of the show.**
 - Trim height should be clearly marked for all line sets and electrics used during show operation, including pieces that do not move during a performance (legs, borders, etc).
All non rep spike marks should be removed at strike.
 - Do a pre-show practice run of all lines that must move during a performance. If something feels off, tell your technical director, master electrician, and stage manager before the house opens so that the problem may be fixed.
- **Cue signals**
 - **Warning-** indicated about a minute before the cue is to take place. Allows the flycaptain to be in place. Warning cues should indicate which line set and what is to happen to it (in or out).
 - **Standby-** indicated a few lines before the cue is to occur. The rope lock is released and the flycaptain is ready for the “go”.
 - **Go-** indicates that the line is to move. The flycaptain on that line set should watch the rope line for the spike mark, while the Head flycaptain/assistant Stage Manager should watch the moving piece for clearance issues.
 - **IF THERE IS ANY RESISTANCE, STOP!** Determine the problem before continuing to move the piece.



IN THE CASE OF FALLING OBJECTS OR RUNAWAY SET /ARBOR / BATTEN

- If someone is working above you, avoid working directly below. If unavoidable, always be aware of those working above you and wear PPE.
- When working above, if for some reason something does fall, immediately yell out “Heads!” to notify the ground crew there is something falling. Follow up with information to ensure no one moves towards the falling object.
- A runaway set can occur when the highest weight is greater than the lower weight. If a hand line/arbor/batten starts to creep it is possible to stop it using by grabbing the hand line. If the hand line/arbor/batten begins to move quickly **DO NOT ATTEMPT TO STOP IT**. Shout a warning to all crews and move quickly to take cover.
 - A runaway set will cause the arbor to crash down or up and almost always means that counterweights, tension blocks, head blocks, and other hardware will break and fly through the air. Runaway battens/scenery could hit other battens/scenery and send debris and snapped aircraft cable flying. All of this happens very quickly.
DO NOT HESITATE. WARN OTHERS AND GET OUT OF THE WAY.
- Communication is vital to the rail process Make sure that all parties can hear clearly what is being said and understand all commands. **IF YOU DO NOT UNDERSTAND GIVEN DIRECTIONS, STOP AND ASK FOR CLARIFICATION.** Do not assume that you or someone else knows what to do.
- Partial or unbalanced large loads require certain safety procedures and should never be attempted without the direct supervision of the Production Manager, Production Assistant, Faculty or Coordinator.



Equipment Specific Information and Policies

2) Personnel Lift and Ladders

Tucker Theatre / Studio Theatre

- Students shall not be allowed use of the personnel lift in any way unless the Production Manager, Production Assistant, Faculty or Coordinator is on site, given express consent, and the student has received their annual training and certification.
- Ladders over 8' in height are not to be used unless Production Manager, Production Assistant, Faculty or Coordinator is on site or another student is on site serving as a spotter. Ladders should not be elevated over 2 feet above the stage floor proper without taking all viable precautions.
- **Operation of personnel lift-**
 - NEVER operate personnel lift without the outriggers locked into place and in secure contact with the floor and unit leveled according to the bubble level indicator on the base frame. Any student found deliberately overriding the outrigger safety mechanisms will result in expulsion from the theatre.
 - NEVER operate this machine on uneven, raked or structurally unsound surfaces. All four outrigger feet must be in direct contact with the stage surface. If you are working near the stage edge, do not use shims or extensions to level the outrigger feet. Avoid stage traps and
 - Before ascending all pockets must be empty. Crescent wrench and other tools must be securely attached to your person. No hand, wrist or neck jewelry, no loose clothing and no open toed shoes may be worn.
 - While operating this machine, always look in the direction of machine movement.
 - Check work area for clearance overhead, on sides and bottom of platform when lifting or lowering platform.
 - To ascend, platform operator must hold both the "dead man switch" and the up button. To descend, operator must hold both the "dead man switch" and the down button.
 - When platform is raised, all ground personnel must be at least 6 feet away from the platform base.
 - NEVER USE THE MAST ASSEMBLY TO ENTER OR EXIT THE PLATFORM!
 - NEVER STAND ON PLATFORM RAILS, STEPS OR LADDERS TO PROVIDE ADDITIONAL REACH. Keep feet firmly planted on the platform floor at all times.
 - Do not tie off machine to any adjacent structure.
 - Do not perform work that will subject unit to horizontal force or create a swaying motion of the platform.
 - NEVER dismount from a moving machine.
- **Transporting the lift**
 - Platform must be fully lowered with outriggers raised. To move machine use handles provided on the mast crossbar.
 - Platform must be completely empty of tools and debris.

NEVER MOVE A LIFT IN THE RAISED POSITION. Students found deliberately moving the lift in the raised position will result in expulsion from the theatre.



Equipment Specific Information and Policies

3) Saws

Scenic Shop

Appropriate PPE (Personal Protective Equipment) must be worn at all times.

Proper clothing is required.

- No loose or baggy clothing.
- Long sleeves must be securely pulled up or changed.
- No excessively baggy pants.
- No open toed or backless shoes.
- Shoes with a 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.
- No loose necklaces or bracelets.
- Long hair must be pulled back and out of your eyes

Safety glasses are available and required for all operations as defined under OSHA and TOSHA.

Hearing protection are available and required for all operations as defined under OSHA and TOSHA.

Always check lumber for knots, imperfections, screws and staples. Never make a cut across any material other than what the saw is rated for.

DO NOT RUN SAWS OR SANDERS WHEN LOADING DOOR IS OPEN.

Students shall not be allowed to use any power saws unless the Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification.

- **Panel Saw**
 - For sheet lumber cuts only
 - Place board flush against bottom rollers
 - Area surrounding saw should have 3' of clearance on either side

Vertical Cuts

- Align blade to cut line or set sheet at desired measurement using measuring tape
- Turn on dust collector
- Keep one hand on lumber and the other on saw.
 - Turn on
 - Slowly pull saw down and take a nick out of lumber, adjust lumber if needed
 - SLOWLY pull saw down all the way through the lumber, even slower cutting through knots
 - Turn saw off
 - Attend saw until blade comes to complete stop
 - Turn off dust collector
 - Reset blade if needed
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor

Horizontal Cuts

- Align blade to cut line or set blade at desired measurement and lock in place
- Rotate saw for a horizontal cut and lock in place



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- Turn on
 - Slowly push lumber forward and take a nick out of lumber, check cut, adjust blade if needed
 - With hands on the saved and excess lumber, slowly push lumber forward keeping it flush with rollers
 - Work with a partner to catch pieces at end of cut
 - If being used by one person:
 - Push lumber as far as you can back lumber up 1/4", switch sides
 - Pull lumber the rest of the way through blade
 - When lumber is clear of blade, turn the saw off
 - Attend saw until blade comes to a complete stop
 - Turn off dust collector
 - Reset blade if needed
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor
- **Sliding Compound Miter and Chop Saw**
 - For cross cut and miter cut only
 - Clear fence of debris and adjust blade angle for cut
 - Unlock slide for wider cuts
 - Place board against fence
 - Align blade on the excess, "trash", side of cut
 - Keep one hand on saw at all times
 - Place other hand on lumber out of the line of the cut
 - Slowly bring blade down check alignment of cut
 - Let blade back up and adjust lumber if needed
 - Turn on dust collector
 - Turn saw on
 - Begin slowing pulling the blade through the cut, even slower when cutting through knots
 - Slowly bring blade back up all the way through the lumber
 - Turn saw off
 - Turn off dust collector
 - If performing a sliding compound cut, always pull the saw out first
 - Bring blade down slowly all the way through the lumber, even slower cutting through knots
 - Slowly push blade back all the way through lumber
 - Slowly bring blade back up all the way through lumber
 - Turn saw off
 - Keep one hand on the saw until blade comes to a complete stop
 - If blade jams in lumber, keep hand on lumber, turn saw off immediately. See shop supervisor
- **Table Saw**
 - For Rip cut only (unless using a miter fence)
 - 4' boards or less is a 1 person job. Over 4', user must use a 'catcher' or roller table
 - If cut is less than 3x width of blade cover, user MUST use a push stick
 - Adjust blade height- 1/8" above wood surface
 - Set fence at cut measurement-Use provided tape measure or measure from inside blade tip to fence
 - Make certain blade guard is down and aligned
 - Turn on dust collector
 - Turn saw key on and wait for green light
 - Turn the saw on
 - Place board against fence and against table surface
 - Keep hands on both saved and excess lumber at all times
 - Slowly push lumber forward keeping it flush with fence and table surface
 - SLOWLY push lumber through blade, even slower cutting through knots
 - When end arrives at blade cover, use push stick to finish cut



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- Push lumber completely through blade and free of back of blade cover
 - When lumber is clear of blade cover, turn saw off
 - Turn off dust collector
 - Reset fence if needed
 - Attend saw until blade comes to complete stop
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor
- **Jig or Sabre (Reciprocating) Saws**
 - Used for curved cuts, rip and cross cuts.
 - Always use the correct blade for the type of material you are cutting
 - Adjust blade angle for cut
 - Adjust speed and blade variance as necessary for cut
 - Always keep one hand on the saw at all times
 - Keep one hand on material, ensuring your hand and body are always away from cut
 - Turn on
 - Slowly bring blade forward and line up cut
 - Adjust as needed
 - Slowly push blade through cut, cut even slower through knots or during turns and curves
 - When changing hand replacement, check that hand is out of line of cut
 - Release trigger
 - Keep hand on saw and away from material until it comes to a complete stop
 - If blade jams in lumber, keep one hand on saw and deactivate immediately. See Shop Supervisor
 - ALWAYS ENSURE YOU ARE CUTTING IN A DIRECTION AWAY FROM YOUR BODY
- **Circular Saw**
 - For rip and cross Cuts
 - Cut must be in a straight line
 - Adjust blade height to be 1/8" deeper than wood depth
 - Make certain material is secure on a work table, horse or protected deck
 - It is recommended a straight edge fence is used when making cuts
 - Always keep one hand on the saw, other hand can be on material if not secured to table or deck
 - Make certain no metal or other materials are in the cutting path
 - Turn on
 - Line up cut and saw flush against fence
 - Slowly push through the material, even slower when cutting through knots
 - When blade has passed through clear of lumber, turn saw off
 - If saw must be turned off before end of lumber, back the saw off 1/4" then turn off
 - If saw must be turned on in the middle of a cut, back off the saw 1/4" before turning on
 - Attend saw until it comes to a complete stop
 - Always keep blade guard down, over blade, unless lining up your cut
 - If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See Shop Supervisor.

Facility Rental Information

Dorethe and Clay Tucker Theatre and its auxiliary spaces are available for rent when not in use by MTSU Department of Theatre and Dance. Tucker Theatre accommodates major music, dance, theatrical and televised productions throughout the year. The versatility of the venue is perfect for theatrical productions as well as a wide variety of events such as award ceremonies, pageants, recitals, competitions, keynotes, conferences, concerts and rehearsals.

Basic information regarding rental is available below. For more information regarding the facility, schedule or booking please contact the Facility email at Tucker.Theatre@mtsu.edu

Policies

Rental Policies and Procedures – All rentals must adhere to the State of Tennessee, Middle Tennessee State University, and MTSU Department of Theatre and Dance policies and procedures. Individual restrictions and accommodations may be imposed on an individual basis. Final discretion regarding all aspects of the use of the facility and rental are at the sole discretion of Facility Management.

Booking – Rental inquiries are available at any time throughout the year. To book an event, a request should can be submitted at [Tucker Theatre Facility Request](#) or contact the Tucker Facility Management. Users wishing to utilize the facility may be required to complete a contract that outlines the use of the facility and estimated costs. All final decisions regarding booking, scheduling, and fee information are at the sole discretion of Facility Management.

Deposit and Billing – Contracting begins in July for the current fiscal year (July – June). Contracts outline dates in which contract and deposit must be returned in order to secure a date. A \$1000.00 non-refundable payment is due with your signed contract. The payment is applied to the total balance of the invoice. A final estimate may be submitted to the user 30 days in advance of the event. A final invoice will be submitted to the user once all technical logistics have been established. Payment is due 10 days prior to the event. Any additional charges accrued during the event will be invoiced to the user and require additional payment within 10 days.

More information – More information regarding rental and facility is available online at MTSU.edu/TuckerTheatre including availability calendar, Use of Facility forms, and Stage and Lighting plot. Facility management is available to answer questions regarding the facility 8:30am – 4:00pm Monday through Friday.

| | | | |
|----------------------|----------------|--|--------------|
| Production Manager | John Underwood | John.Underwood@mtsu.edu | 615-904-8230 |
| Production Assistant | Hunter Overby | Hunter.Overby@mtsu.edu | 615-898-2181 |
| Facility Management | | Tucker.Theatre@mtsu.edu | |

Technical Service Rates –
Off Campus and Private entities:

Half Day Rental - \$2,000.00

| | |
|------------|--|
| Facility - | 4 - hour facility rental |
| Lighting - | Access to repertory lighting equipment |
| Sound - | Access to repertory sound equipment |
| Video - | Use of Front of House projection, screen, monitor, and playback system |
| Staffing - | Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hand |

Day Rental - \$3,000.00

| | |
|------------|--|
| Facility - | 8 - hour facility rental |
| Lighting - | Access to repertory lighting equipment |
| Sound - | Access to repertory sound equipment |
| Video - | Use of Front of House projection, screen, monitor, and playback system |
| Staffing - | Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hand |

Extended Day Rental - \$4,000.00

| | |
|------------|--|
| Facility - | 12 - hour facility rental |
| Lighting - | Access to repertory lighting equipment |
| Sound - | Access to repertory sound equipment |
| Video - | Use of Front of House projection, screen, monitor, and playback system |
| Staffing - | Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hand |

** Additional charges may apply including additional technicians, equipment, auxiliary space use, and custodial.*

Additional Time billed at \$300/ hour.

Additional Services

- Venue Ticket Fees
 - Ticketed Event - \$2.00 per ticket + Credit card fees or \$400.00 (whichever is greater)
(covers front of house and box office staff, online ticket fees, and equipment)
*per ticket fee can be assessed to patrons.
 - Free event - \$400.00
(covers Front of house staff and ticket pre-print to track attendance)
- Rear Projection System
 - \$500/day 40'x18'screen, rear projection system.
- Event Recording and Live Stream
 - Recording
 - Single Cam with limited editing in post - \$500/day
 - Multi Cam with live and post editing - \$1000/day
 - Live Streaming
 - Single Cam - \$250/day
 - Multi Cam - \$500/day
- Marley Dance Floor
 - \$500
- Staffing
 - \$30.00 / per hour per additional Event Manager
 - \$15.00 / per hour per additional technician
 - *Additional staff determined by technical needs and estimated attendance.
- Custodial
 - \$50 / per hour for porter
 - \$200 / day for all weekend events required
- Additional services and staging and audio/visual equipment are available upon request.
- Additional fees can be assessed for damage to building and equipment, theft, excessive trash, debris or props left after a production.

Technical Service Rates –

On Campus and sponsored entities: *Minimum of 4 hours required for any reservation.*

Tier 1 – \$250/hr.

- Facility
 - Tucker Theatre and Green Room
- Lighting
 - Lighting equipment in front of main curtain
- Sound
 - Sound playback equipment and wireless microphone and lectern microphone
- Video
 - Use of Front of House projection, screen, monitor, playback system and engineer
- Staffing
 - Event Manager, Audio Technician, Lighting Technician

Tier 2 – \$300/hr.

- Facility
 - Tucker Theatre and Green Room
- Lighting
 - All Conventional, LED, and other intelligent lighting fixtures.
- Sound
 - Sound playback equipment, wireless microphones, analog microphones, Drum mic kit, DI inputs
- Video
 - Front of House projection, screen, monitor, playback system and engineer
- Staffing
 - Event Manager, Audio Engineer, Lighting Technician, Video Technician

Tier 3 – \$350/hr.

- Facility
 - Tucker Theatre, Green Room, Dressing Rooms, Make up room
- Lighting
 - Use of Conventional, LED, and other intelligent lighting fixtures. Gels, Gobo's and focusing.
- Sound
 - Sound playback equipment, wireless microphones, analog microphones, Drum mic kit, DI's inputs
- Video
 - Use of Front of House projection, screen, monitor, playback system and engineer
- Staffing
 - Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hand

Tier 4 – \$400/hr.

- Facility
 - Full access to all auxiliary spaces as available
- Lighting
 - Full access to lighting inventory, design and programming
- Sound
 - Full access to sound inventory, design, programming and engineering
- Video
 - Use of Front of House projection, screen, monitor, playback system and engineer
- Staffing
 - Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hands

** Additional charges may apply for additional technicians, equipment, box office, auxiliary space and custodial.*

- Venue Ticket Fees
 - Ticketed Event - \$2.00 per ticket + Credit card fees or \$400.00 (whichever is greater)
(covers front of house and box office staff, online ticket fees, and equipment)
*per ticket fee can be assessed to patrons.
 - Free event - \$400.00
(covers Front of house staff and ticket pre-print to track attendance)
- Rear Projection System
 - \$500/day 40'x18'screen, rear projection system.
- Event Recording and Live Stream
 - Recording
 - Single Cam with limited editing in post - \$500/day
 - Multi Cam with live and post editing - \$1000/day
 - Live Streaming
 - Single Cam - \$250/day
 - Multi Cam - \$500/day
- Marley Dance Floor
 - \$500
- Staffing
 - \$30.00 / per hour per additional Event Manager
 - \$15.00 / per hour per additional technician
 - *Additional staff determined by technical needs and estimated attendance.
- Custodial
 - \$50 / per hour for porter
 - \$200 / day for all weekend events required
- Additional services and staging and audio/visual equipment are available upon request.
- Additional fees can be assessed for damage to building and equipment, theft, excessive trash, debris or props left after a production

Theatre Health and Safety

EMERGENCY Contact:

In case of an emergency dial **911** (calls from non-campus phones or cell phones are routed to Murfreesboro Police Department)

If on campus, contact University Police at 615-898-2424 or EXT. 2424

Department of Theatre and Dance Emergency Contacts:

| Title | Name | Office Location | Office Number | Email |
|------------------------|----------------|-----------------|---------------|--|
| Director of Production | John Underwood | BDA 205 | 615-904-8230 | John.Underwood@mtsu.edu |
| Faculty | Darren Levin | BDA 210 | 615-898-2461 | Darren.Levin@mtsu.edu |
| | | | | |
| | | | | |

Murfreesboro Police Department: 615-893-1311

Rutherford County Sherriff: 615-898-7770

Murfreesboro Fire and Rescue: 615-893-1422

MTSU Office of Counseling Services: 615-898-2670

Poison Control: 800-222-1222

MTSU Facility Services: 615-898-2414

Department of Theatre and Dance has created its own Covid Mitigation Guidelines in accordance with MTSU Policies, CDC Guidance for Institutes for Higher Education, and with guidance from other Educational and professional organizations. Mitigation measures are updates regularly as needed.

Most up to date mitigation guidelines can be found at [Theatre and Dance Safety and Mitigation Strategies | Middle Tennessee State University \(mtsu.edu\)](#)

General Information

Theatre Health and Safety Procedures

Middle Tennessee 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 of theatre projects and assignments. We recognize that many processes, techniques, materials, and practices used in theatre 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 restriction 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.

Very little activity in theatre would be considered inherently safe. Safety procedures considered standard in any other industry may not be practical in a performance situation. We must therefore be especially diligent in following safety rules that do apply. **FAILURE TO FOLLOW APPROPRIATE SAFETY RULES AND POLICIES MAY RESULT IN SERIOUS INJURY OR DEATH!** Therefore, failure to follow required safety rules may result in immediate temporary or permanent expulsion from a given activity, production, class or facility.

Take Safety Seriously

YOU are responsible 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 and events, 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 and located in this handbook. Always refer back to your supervisor or this handbook in regards to site specific information. You should also make yourself aware of O.S.H.A (Occupational Safety and Health Administration), T.O.S.H.A. (Tennessee Occupational Safety and Health Administration), and MTSU 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 Middle Tennessee State University Policies and Procedures Manual and MTSU Campus Safety Handbook. Some specific guidelines have been listed below for quick reference. For more information please access the complete MTSU Campus Safety Handbook.

MTSU Campus Safety Handbook can be accessed by going to: www.mtsu.edu/ehs/docs/Employee-Safety-Handbook.pdf

MTSU Environmental Health & Safety Policy Statement

It is the policy of Middle Tennessee State University, as defined in the Middle Tennessee State University Policies and Procedures Manual, that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Middle Tennessee State University's administration to provide safe and healthy working conditions, and to establish and require safe practices at all times by all employees and students. The prevention of accidents is an objective affecting all levels of our institution and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees within his or her area of supervision an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. A qualified person is someone with a recognized degree or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product; or a person with specific training, knowledge and experience in the area for which he or she has the responsibility and the authority to control. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to his or her job. Every injury that occurs on the job, even a slight cut or strain, must be reported to management and the Safety Officer as soon as possible. Under no circumstances, except emergency trips to the hospital, should an injured employee leave the work site without reporting an injury. Please work safely. Safety is everyone's business.

MTSU 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.

More information regarding Chemical Hazards is available in the Campus Safety Handbook on section 3 pages 1-17

Departmental information regarding Chemical Hazards can be obtained through the shop supervisor or Production 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.

More information regarding Electrical Safety is available in the Campus Safety Handbook on section 5 pages 1-4

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 Production Manager, Production Assistant, Faculty or 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 walk ways, 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 2424 or **911**. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus. Most MTSU buildings have local fire alarm systems that are not remotely monitored; therefore, it is imperative that someone notify the MTSU Police Department of fires and fire alarms at 2424 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 Rutherford County.
- The MTSU Department of Public Safety (Police Department) 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

More information regarding Fire Safety is available in the Campus Safety Handbook on section 7 pages 1-14

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 Boutwell Dramatic Arts 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.
- Tucker Theatre is equipped with an asbestos 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 discouraged. 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 BDA, Tucker Theatre and Studio theatre 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 Production Manager, Assistant, faculty or area coordinators. Whenever atmospheric effects are used, the fire alarm MUST BE SET TO EVENT MODE.

Materials Handling

1) Lifting and Moving

- Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

2) Manual Lifting

- Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is Middle Tennessee State University policy that employees whose work assignments require heavy lifting be properly trained and physically qualified, by medical examination if necessary.
- The following are rules for manual lifting
 - Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots.
 - Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.
 - Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.
 - Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.
 - Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help.
 - If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc.
 - Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue.
- To lift an object off the ground, the following are manual lifting steps:
 - Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other.
 - Assume a knee-bend or squatting position, keeping your back straight and upright. Get a firm grip and lift the object by straightening your knees - not your back.
 - Carry the load close to your body (not on extended arms). To turn or change your position, shift your feet - don't twist your back.
 - The steps for setting an object on the ground are the same as above, but in reverse.

More information regarding Materials Handling is available in the Campus Safety Handbook on section 9 pages 1-12

The Department of Theatre and Dance requires best practices and all necessary precautions taken when moving materials. Always work smart to ensure the safest and most efficient means of moving equipment, materials, and scenic elements. Gas or ballasted forklifts of any kind cannot be used in Boutwell Dramatic Arts Building. Manual hand trucks, dolly's and pallet jacks are available for use.

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. Some examples may include slopes, holes, drop-offs, bumps, debris, and utility vault covers.

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.

More information regarding Ladders and Scaffolds is available in the Campus Safety Handbook on section 10 pages 1-2

More information regarding Aerial Lifts is available in the Campus Safety Handbook on section 17 pages 1-9

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 Boutwell Dramatic Arts 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.

Facility Security

1) Access

- Generally, the Boutwell Dramatic Arts Building is open 7am – 11pm 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 Production Manager. The Production Assistant 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 Production Manager or Executive Aide.
- 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.
- Ushers should request the patron allow them to conduct a bag search, if the patron complies, the Usher should then proceed to do the following:
 - Usher should request the patron to set the bag down onto a hard surface.
 - Usher should gently squeeze the outside of the bag to feel for any large, hard objects.
 - If the bag has multiple pockets and zippers, request the patron open the pocket/zippers for them.
 - Usher should open the top of the bag, keeping their hands on the exterior or top opening of the bag. Using the end of their flashlight, the Usher should look into the bag and move objects around to ensure no weapons are present.
 - Once the Usher feels they have successfully checked the bag, they should thank the patron and return their bag to them.
- Ushers may also request to search a patron's person for unauthorized materials, this should only be done when absolutely necessary. If the Usher feels the patron may be suspicious due to their body language, demeanor, attitude, or attire the Usher should request the person allow them to wand them with a metal detector. If the patron complies, the Usher should then proceed to do the following:
 - The usher should request the patron to raise the arms to their side and take the metal detector and wand the patron across the front of their chest, back, sides down to their ankles.

- If the wand detects metal, the Usher should politely ask what may have set the metal detector off. If the Usher perceives there may be a threat, they should politely ask the patron to step to the side. The usher should get the attention of the House or Event Manager and privately inform them of their suspicions. The House Manager then may proceed to question the patron, determining if there is a potential threat, or allowing the patron access. If there is a potential threat, the House/Event Manager should contact campus police immediately.
- If a Patron refuses to allow the search of their person or materials, Ushers should inform the House and Event Manager. The House/Event Manager should determine if there is a potential threat by asking the patron to step to the side and talking directly with the Patron. If no threat is perceived the patron can be allowed access. If there is a potential for a threat, the House/Event Manager can ask the patron to adhere to the search or leave the premises. If a problem arises from this interaction, the House/Event Manager should contact campus police for assistance.

4) Door Security Procedures

- When door security is present, the following procedures should be considered:
 - Door security should arrive prior to cast and crew and acquire appropriate keys, booklet, radio and flashlight to perform duties.
 - The double doors to the north stairwell and the south double doors leading into the 1st floor productions areas should be locked and remain closed. There should be no access through these doors during the performance. (Stage management may access the cleaning supply closet on the other side of the double doors using their assigned key and code, the door should be locked after completion)
 - All parties trying to gain access to productions areas should be directly involved with the production (cast, crew or faculty/management)
 - Anyone trying to gain access to other areas of the building should be redirected to the north or south entrances.
 - Door security should be aware of emergency response protocols and be properly trained on what to do for the requirements of their job as well as in case of an emergency. At any time if you perceive a threat or have any questions, immediately contact Theatre Management or campus police.

5) Tucker Theatre and Studio 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.**

Required Annual Training

The Department of Theatre and Dance requires annual training. The training is open to all faculty, staff, and students and covers information regarding the facility, equipment, health and safety, and emergency response. Training should occur at the beginning of the fall semester with participation required by all student staff employed by the department. Training consists of a multi-faceted interactive training session aimed to prepare new students and act as a refresher for our returning faculty, staff and students. The training includes, but is not limited to, the following:

- **Policies and Procedures for Department Facilities and Shops**

- Scenic Shop
- A/V Storage Shop
- Costume/Dye Shop

- **Equipment Specific Protocols and Certifications**

- Scenic Shop
 - Hand tools
 - Power tools
 - Saws
 - Pneumatics
- A/V Storage Shop
 - Catwalk, Grid and Rail
 - Personnel Lift
 - Electrical
- Costume/Dye Shop
 - Sewing Machines/Sergers
 - Dye Vat

- **Personal Protective Equipment**

- Eye/face protection
- Hand/body protection
- Respiratory protection
- Hearing Protection

- **Emergency Response and Communication**

- Production Area Emergency Procedures
- Medical Emergency
- Mechanical Emergency
- Fire
- Tornado
- Active Threat

Personnel Lift Safety Training Certification

ONLY AUTHORIZED AND QUALIFIED PERSONNEL MAY OPERATE THIS MACHINE!

NEVER perform maintenance on any personnel lift without unplugging it first and only if you are qualified to do so.

NEVER operate this or any other equipment while impaired in any way.

- **Operation of personnel lift-**

- NEVER operate personnel lift without the outriggers locked into place and in secure contact with the floor and unit leveled according to the bubble level indicator on the base frame. Any student found deliberately overriding the outrigger safety mechanisms will result in expulsion from the theatre.
- NEVER operate this machine on uneven, raked or structurally unsound surfaces. All four outrigger feet must be in direct contact with the stage surface. If you are working near the stage edge, do not use shims or extensions to level the outrigger feet. Avoid stage traps and
- Before ascending all pockets must be empty. Crescent wrench and other tools must be securely attached to your person. No hand, wrist or neck jewelry, no loose clothing and no open toed shoes may be worn.
- While operating this machine, always look in the direction of machine movement.
- Check work area for clearance overhead, on sides and bottom of platform when lifting or lowering platform.
- To ascend, platform operator must hold both the “dead man switch” and the up button. To descend, operator must hold both the “dead man switch” and the down button.
- When platform is raised, all ground personnel must be at least 6 feet away from the platform base.
- **NEVER USE THE MAST ASSEMBLY TO ENTER OR EXIT THE PLATFORM!**
- **NEVER STAND ON PLATFORM RAILS, STEPS OR LADDERS TO PROVIDE ADDITIONAL REACH.** Keep feet firmly planted on the platform floor at all times.
- Do not tie off machine to any adjacent structure.
- Do not perform work that will subject unit to horizontal force or create a swaying motion of the platform.
- NEVER dismount from a moving machine.

- **Transporting the lift**

- Platform must be fully lowered with outriggers raised. To move machine use handles provided on the mast crossbar.
- Platform must be completely empty of tools and debris.

NEVER MOVE A LIFT IN THE RAISED POSITION.

Students found deliberately moving the lift in the raised position will result in expulsion from the theatre.

STUDENTS ARE NEVER ALLOWED TO USE THE LIFTS WHILE ALONE IN THE BUILDING!

LIFTS ARE ONLY TO BE USED UNDER THE DIRECT SUPERVISION OF THE PRODUCTION MANAGER, PRODUCTION ASSISTANT, FACULTY AND COORDINATORS.

By signing and dating this document you acknowledge that you have been educated in the various personnel lift procedures needed to operate this lift safely and are comfortable in using this personnel lift.

Signature

Printed Name

Witness

Date

Catwalk, Grid and Fly System Training Certification

- Students shall not be allowed to access the theatre grid or catwalks without the express consent from Production Manager, Production Assistant, Faculty or Coordinator.
- Before ascending all pockets must be empty. Crescent wrench and other tools must be securely attached to your person. No hand, wrist or neck jewelry, no loose clothing and no open toed shoes may be worn.
- Turn the Catwalk and Grid lights are on before ascending.
- Before work begins, delegate someone to be responsible for communicating to crew on catwalk or grid. Maintain a safe sound level on stage to ensure communication is not impeded.
- Students shall not be allowed to hang, rig, weight, or change any rigging equipment without the direct supervision of Production Manager, Production Assistant, Faculty or Coordinator.
- Students shall not be allowed use of the rail in any way unless the Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification.
- Maintenance problems or concerns should be reported immediately to the Production Manager, Production Assistant, Faculty or Coordinator.
- Never operate the rail while impaired in any way.
- Never stand or walk under a moving rigged set unless specifically choreographed for performance.
- Do not sit or store any personal items on or under the rail (including drinks, clothing, props)
- Do not climb, sit or stand on the rail unless instructed to do so by Production Manager, Production Assistant, Faculty or Coordinator.
- When flying battens or electrics either the Line Flycaptain / Head Flycaptain / Stage Manager must maintain visual contact with the moving element. In Tucker Theatre it is important to have an additional person designated to watch the stage left side of the system (particularly the electric umbilicals and stage left scenery).
- Counterweight systems are designed to be used in a balanced condition. During the loading and unloading process, an unbalanced load condition exists. This condition is potentially VERY DANGEROUS! When working with an unbalanced load you must keep the weighted load at the lowest position (i.e. when working with a deck level electric, do not remove fixtures without re- weighting or securing the arbor first.)
- **Loading and unloading procedure:**
 - The Head Flycaptain or Stage Manager on deck directs the loading and unloading procedure (usually the Master Electrician, Head Carpenter, Technical Director, Production Manager).
 - Before loading or unloading an arbor, it is wise to have a safety wrap on the hand line (a buddy, a belaying pin and twist, or a safety hitch on the hand line).
 - **DO NOT RELY ON THE ROPE LOCK TO HOLD AN UNBALANCED LINE.** These locks are designed to hold balanced pipe weight only.
 - The loading bridge crew should add or remove weights only when instructed to do so by the deck Flycaptain and only after the rail has been cleared.
 - Weight is added to the deck level batten/electric by the stage crew under the instruction of the Head Flycaptain (At this point the batten weight is greater than the arbor weight.)
 - When loading weights for scenery or drapery that is initially being supported by the floor, it may be necessary for the deck crew to hang on to the batten with their hands or with a bull line. **DO NOT LEAN OVER THE BATTEN! IT MAY BE NECESSARY TO LET GO QUICKLY!**
 - Once the batten/electric is loaded, the Head Flycaptain will clear the rail and instruct the loading bridge crew to load the appropriate number of half, full or double weights.
 - Before changing weight on the arbor, the loading bridge crew must yell, “Clear the Rail!” indicating that ground personnel should move to center stage or beyond (Stage left in Tucker). The Head Flycaptain should confirm that all personnel are clear before replying “Rail clear”.
 - The loading bridge crew will then state “Loading/unloading bricks on (line set/electric #_)” and begin adding or

subtracting the appropriate bricks.

- Once the change in weight is complete, the loading bridge crew will state “loading/unloading complete on (line set/electric #_)”, indicating that the Head Flycaptain is clear to test the batten/electric for balance.
- Before testing for balance the Head Flycaptain will ensure that the stage area is clear and that the loading bridge crew has all moved away from the batten/electric being tested. He/she will then announce “testing weight on batten/electric #_” and wait for a response from all deck and bridge crew.
- Touch the hand line before releasing the lock and safety wrap. If the tension feels off or wrong, do not release them. Refigure the weight math and mentally retrace the loading process to check for errors. **TRUST YOUR GUT!**
- If you believe for ANY reason that the pipe might be slightly out of weight, have a second flycaptain gripping the hand line as well.
- Carefully release the lock and test the batten/electric for balance. Remember that pipes with some weight being held by the floor will be arbor heavy until the scenic/electric weight is in the air. **BE CAREFUL!**
- Weight will be added or subtracted following the above procedure until the batten/electric is in balance.
- When loading and unloading any batten or electric, **MAKE SURE THE HEAVIEST PART IS ALWAYS THE LOWEST!**
- **Show operation procedures:**
 - Make sure that the rail is correctly labeled for each show. **Always relabel to rep plot at the strike of the show.**
 - Trim height should be clearly marked for all line sets and electrics used during show operation, including pieces that do not move during a performance (legs, borders, etc).
All non rep spike marks should be removed at strike.
 - Do a pre-show practice run of all lines that must move during a performance. If something feels off, tell your technical director, master electrician, and stage manager before the house opens so that the problem may be fixed.
- **Cue signals**
 - **Warning-** indicated about a minute before the cue is to take place. Allows the flycaptain to be in place. Warning cues should indicate which line set and what is to happen to it (in or out).
 - **Standby-** indicated a few lines before the cue is to occur. The rope lock is released and the flycaptain is ready for the “go”.
 - **Go-** indicates that the line is to move. The flycaptain on that line set should watch the rope line for the spike mark, while the Head flycaptain/assistant Stage Manager should watch the moving piece for clearance issues.
 - **IF THERE IS ANY RESISTANCE, STOP!** Determine the problem before continuing to move the piece.

IN THE CASE OF FALLING OBJECTS OR RUNAWAY SET /ARBOR / BATTEN

- If someone is working above you, avoid working directly below. If unavoidable, always be aware of those working above you and wear PPE.
- When working above, if for some reason something does fall, immediately yell out “Heads!” to notify the ground crew there is something falling. Follow up with information to ensure no one moves towards the falling object.
- A runaway set can occur when the highest weight is greater than the lower weight. If a hand line/arbor/batten starts to creep it is possible to stop it using by grabbing the hand line. If the hand line/arbor/batten begins to move quickly **DO NOT ATTEMPT TO STOP IT.** Shout a warning to all crews and move quickly to take cover.
 - A runaway set will cause the arbor to crash down or up and almost always means that counterweights, tension blocks, head blocks, and other hardware will break and fly through the air. Runaway battens/scenery could hit other battens/scenery and send debris and snapped aircraft cable flying. All of this happens very quickly.
DO NOT HESITATE. WARN OTHERS AND GET OUT OF THE WAY.

- Communication is vital to the rail process Make sure that all parties can hear clearly what is being said and understand all commands. **IF YOU DO NOT UNDERSTAND GIVEN DIRECTIONS, STOP AND ASK FOR CLARIFICATION.** Do not assume that you or someone else knows what to do.
- Partial or unbalanced large loads require certain safety procedures and should never be attempted without the direct supervision of the Production Manager, Production Assistant, Faculty or Coordinator.

By signing and dating this document, you acknowledge that you have been educated in the various safety procedures needed to operate and work on the Catwalk, Grid and Fly System safely and efficiently, and are comfortable using these systems.

Signature

Printed Name

Witness

Date

Saws Training Certification

Appropriate PPE (Personal Protective Equipment) must be worn at all times.

Proper clothing is required.

- No loose or baggy clothing.
- Long sleeves must be securely pulled up or changed.
- No excessively baggy pants.
- No open toed or backless shoes.
- Shoes with a 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.
- No loose necklaces or bracelets.
- Long hair must be pulled back and out of your eyes

Safety glasses are available and required for all operations as defined under OSHA and TOSHA.

Hearing protection are available and required for all operations as defined under OSHA and TOSHA.

Always check lumber for knots, imperfections, screws and staples. Never make a cut across any material other than what the saw is rated for.

DO NOT RUN SAWS OR SANDERS WHEN LOADING DOOR IS OPEN.

Students shall not be allowed to use any power saws unless the Production Manager, Production Assistant, Faculty or Coordinator is on site and the student has received their annual training and certification.

- **Panel Saw**
 - For sheet lumber cuts only
 - Place board flush against bottom rollers
 - Area surrounding saw should have 3' of clearance on either side

Vertical Cuts

- Align blade to cut line or set sheet at desired measurement using measuring tape
- Turn on dust collector
- Keep one hand on lumber and the other on saw.
 - Turn on
 - Slowly pull saw down and take a nick out of lumber, adjust lumber if needed
 - SLOWLY pull saw down all the way through the lumber, even slower cutting through knots
 - Turn saw off
 - Attend saw until blade comes to complete stop
 - Turn off dust collector
 - Reset blade if needed
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor

Horizontal Cuts

- Align blade to cut line or set blade at desired measurement and lock in place
- Rotate saw for a horizontal cut and lock in place
 - Turn on
 - Slowly push lumber forward and take a nick out of lumber, check cut, adjust blade if needed

- With hands on the saved and excess lumber, slowly push lumber forward keeping it flush with rollers
- Work with a partner to catch pieces at end of cut
- If being used by one person:
 - Push lumber as far as you can back lumber up 1/4", switch sides
 - Pull lumber the rest of the way through blade
- When lumber is clear of blade, turn the saw off
- Attend saw until blade comes to a complete stop
- Turn off dust collector
- Reset blade if needed
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor

- **Sliding Compound Miter and Chop Saw**

- For cross cut and miter cut only
- Clear fence of debris and adjust blade angle for cut
- Unlock slide for wider cuts
- Place board against fence
- Align blade on the excess, "trash", side of cut
- Keep one hand on saw at all times
- Place other hand on lumber out of the line of the cut
- Slowly bring blade down check alignment of cut
- Let blade back up and adjust lumber if needed
 - Turn on dust collector
 - Turn saw on
 - Begin slowing pulling the blade through the cut, even slower when cutting through knots
 - Slowly bring blade back up all the way through the lumber
 - Turn saw off
 - Turn off dust collector
 - If performing a sliding compound cut, always pull the saw out first
 - Bring blade down slowly all the way through the lumber, even slower cutting through knots
 - Slowly push blade back all the way through lumber
 - Slowly bring blade back up all the way through lumber
 - Turn saw off
 - Keep one hand on the saw until blade comes to a complete stop
- If blade jams in lumber, keep hand on lumber, turn saw off immediately. See shop supervisor

- **Table Saw**

- For Rip cut only (unless using a miter fence)
- 4' boards or less is a 1 person job. Over 4', user must use a 'catcher' or roller table
- If cut is less than 3x width of blade cover, user MUST use a push stick
- Adjust blade height- 1/8" above wood surface
- Set fence at cut measurement-Use provided tape measure or measure from inside blade tip to fence
- Make certain blade guard is down and aligned
 - Turn on dust collector
 - Turn saw key on and wait for green light
 - Turn the saw on
 - Place board against fence and against table surface
 - Keep hands on both saved and excess lumber at all times
 - Slowly push lumber forward keeping it flush with fence and table surface
 - SLOWLY push lumber through blade, even slower cutting through knots
 - When end arrives at blade cover, use push stick to finish cut
 - Push lumber completely through blade and free of back of blade cover

- When lumber is clear of blade cover, turn saw off
 - Turn off dust collector
 - Reset fence if needed
 - Attend saw until blade comes to complete stop
- If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See shop supervisor
- **Jig or Sabre (Reciprocating) Saws**
 - Used for curved cuts, rip and cross cuts.
 - Always use the correct blade for the type of material you are cutting
 - Adjust blade angle for cut
 - Adjust speed and blade variance as necessary for cut
 - Always keep one hand on the saw at all times
 - Keep one hand on material, ensuring your hand and body are always away from cut
 - Turn on
 - Slowly bring blade forward and line up cut
 - Adjust as needed
 - Slowly push blade through cut, cut even slower through knots or during turns and curves
 - When changing hand replacement, check that hand is out of line of cut
 - Release trigger
 - Keep hand on saw and away from material until it comes to a complete stop
 - If blade jams in lumber, keep one hand on saw and deactivate immediately. See Shop Supervisor
 - ALWAYS ENSURE YOU ARE CUTTING IN A DIRECTION AWAY FROM YOUR BODY
- **Circular Saw**
 - For rip and cross Cuts
 - Cut must be in a straight line
 - Adjust blade height to be 1/8" deeper than wood depth
 - Make certain material is secure on a work table, horse or protected deck
 - It is recommended a straight edge fence is used when making cuts
 - Always keep one hand on the saw, other hand can be on material if not secured to table or deck
 - Make certain no metal or other materials are in the cutting path
 - Turn on
 - Line up cut and saw flush against fence
 - Slowly push through the material, even slower when cutting through knots
 - When blade has passed through clear of lumber, turn saw off
 - If saw must be turned off before end of lumber, back the saw off 1/4" then turn off
 - If saw must be turned on in the middle of a cut, back off the saw 1/4" before turning on
 - Attend saw until it comes to a complete stop
 - Always keep blade guard down, over blade, unless lining up your cut
 - If blade jams in lumber, keep one hand on lumber and turn off saw immediately. See Shop Supervisor

By signing and dating this document, you acknowledge that you have been educated in the various safety procedures needed to operate and work on the Saws safely and efficiently, and are comfortable using these systems.

Signature

Printed Name

Witness

Date

Emergency Response

EMERGENCY Contact:

In case of an emergency dial **911** (calls from non-campus phones or cell phones are routed to Murfreesboro Police Department)

If on campus, contact University Police at 615-898-2424 or EXT. 2424

Department of Theatre and Dance Emergency Contacts:

| Title | Name | Office Location | Office Number | Email |
|------------------------|----------------|-----------------|---------------|--|
| Director of Production | John Underwood | BDA 205 | 615-904-8230 | John.Underwood@mtsu.edu |
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Murfreesboro Police Department: 615-893-1311

Rutherford County Sherriff: 615-898-7770

Murfreesboro Fire and Rescue: 615-893-1422

MTSU Office of Counseling Services: 615-898-2670

Poison Control: 800-222-1222

MTSU Facility Services: 615-898-2414

General Information

Theatre Emergency Response Procedures

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 Middle Tennessee State University Policies and Procedures Manual and MTSU Campus 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 MTSU Campus Safety Handbook.

MTSU Campus Safety Handbook can be accessed by going to: www.mtsu.edu/ehs/docs/Employee-Safety-Handbook.pdf

Information on MTSU Alert4U and other Emergency response information is available at www.mtsu.edu/alert4u

MTSU Emergency quick reference is available at www.mtsu.edu/alert4u/MTSU_Emergency_Plan.pdf

Performance Preparation and Procedures

In case of an Emergency, all production areas should have procedures put in place to properly respond. These procedures should be outlined when training for a position. It is the area coordinators to ensure the crew in their area are properly trained on what to do during an Emergency situation. These preparations and procedures 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.

▪ Stage / House Management

- All stage managers should be equipped with a small first aid kit and supplies to assess small medical situations.
- Stage Managers should keep a quick reference on emergency contacts and announcements/cues in case of an emergency.
- Stage Management should know who is where so that they may be able to properly assess who may be able to assist in an emergency situation.
- Stage managers should be aware of the preparations of other areas to be able to properly instruct each area what to do in each emergency situation.

▪ Audio Technicians

- Audio technicians should ensure communications are working properly before each performance as well as stage managers microphone. A test of the systems should be conducted before every rehearsal and performance when applicable.
- Audio Technicians should have emergency audio files ready and available to play during any and all public and private events. Files should be properly labeled, cued and routed to play loud and clear during an emergency.

▪ Lighting Technicians / Master Electricians

- Lighting Technicians should ensure all lighting elements are working and safe. Including all running and safety lights backstage.
- Lighting Technicians should have safety cues available and quickly accessible at all times in case of an emergency. This includes but is not limited to: emergency announcements, holds, intermissions, weather and active threats. These cue numbers should be consistent from production to production and communicated to other areas of production.

▪ Scenic / Run Crew

- All scenic and run crew should be aware of all first aid kits and fire extinguishers on stage and be properly trained on their use.
- Scenic and run crews should ensure all areas backstage are clear of debris and all entrances and exits are accessible.
- Scenic and run crews, in conjunction with other areas, should check all equipment, scenery, props, and rail to ensure all elements are prepared and safe for performance.

All performances should be prepared for Emergency response situations. In the event of an Emergency, areas may go into what is called Hold Mode or Active Threat Mode.

Hold Mode - Hold mode may be initiated in case of an emergency. Notification of Hold mode will be communicated and initiated by Stage Management and all areas should execute their individual plan. Lights should go to a Hold mode cue, Audio should stand by to cue additional announcements, Scenic/Run crew/House Management should stand by to ensure they are ready and prepared to react to any needs. Cast/crew/patrons should be given individual instructions from Stage Management depending on Emergency.

Active Threat Mode – Active Threat mode may be initiated in case of an Emergency. Any parties may notify and initiate an Active Threat mode. Lights should go to a cue with lights at full for maximum visibility, Audio Should run Active Threat Cue, and then all parties should begin the process of Active Threat Procedures, including **RUN, HIDE, FIGHT.**

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 the 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. 2424. 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 (North entrance - Stage Door off of Faulkinberry Drive, East entrance – Tucker Theatre Lobby off of Champion Way, South entrance – Studio Theatre lobby – off of MTSU BLVD). 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
- Production Manager

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

- **911**
- Stage Management
- House Management
- Production Management / 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.
- 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

“Ladies and gentlemen, 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

“Ladies and gentlemen, 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

“Ladies and gentlemen, 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.



Accident Report

Middle Tennessee State University, Murfreesboro, TN 37132

(Report should be filled out by student or instructor (if student is unable) and turned in to the departmental office, Laboratory coordinator or EHS service)

Information of the Victim

Name of injured: First _____ Initial _____ Last _____

Home address _____

City, state, zip _____

Home phone _____ Cell phone _____

Date of Report (month/day/year) _____ M# _____

Student: ☐ Full-time ☐ Part-time Visitor: ☐ Volunteer: ☐

General Information of Incident

Date of Accident (month/day/year): _____ ☒ Time _____

General Location (Building and Room/Area) _____

Incident Occurred during: ☐ Class/Lab ☐ Research ☐ Other: _____

Severity of Injury: ☐ No treatment ☐ First Aid only ☐ Medical treatment ☐ Hospitalization ☐ Fatality

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. I understand that knowingly filing a false incident report may constitute fraud and may result in prosecution.

Signature of injured _____

Date: _____

Signature of person completing report (if different) _____

Date: _____

Mechanical Emergency

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The Department of Theatre and Dance faculty, staff, students, patrons and participants are required to follow the policies and procedures set forth by the Middle Tennessee State University Policies and Procedures Manual and MTSU Campus 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 MTSU Campus Safety Handbook.

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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 Production Manager, Production Assistant, Faculty, or Coordinator 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
- Production Manager / Event Manager
- Facility Services **(615-898-2414)**
- Campus Police – non emergency **(615-898-2424)**

Fire Emergency

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Planning for fire safety at Middle Tennessee 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 MTSU Department of Public Safety makes the initial response to all requests for emergency aid received on the emergency telephone numbers: 911 or 2424 on campus, 911 off campus. The Murfreesboro Fire Department and Rutherford County Emergency Medical Services are automatically notified by the MTSU Department of Public Safety as appropriate.)

In the event of a Fire notify the following people:

- Police – Emergency **(911)**
- Faculty / Area Coordinator
- Production Manager / Event Manager
- Facility Services **(615-898-2414)**
- Campus Police – non emergency **(615-898-2424)**

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

Ladies and Gentlemen, 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

Ladies and Gentlemen, 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.

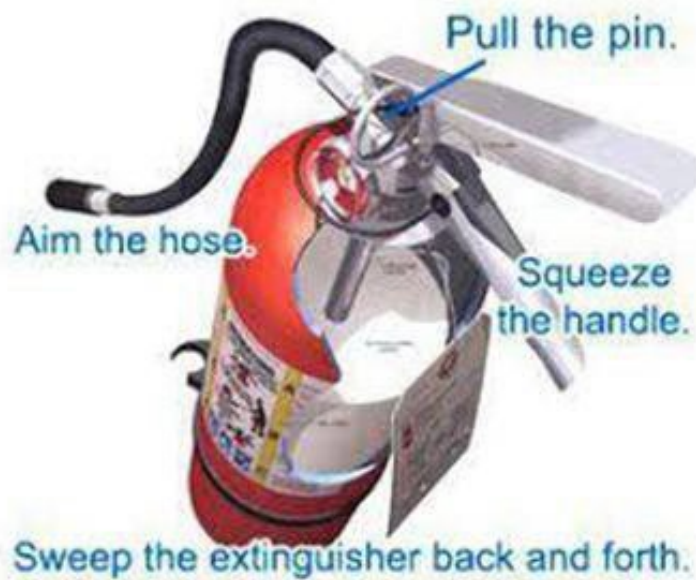
Types of Fires

| | |
|------------------|---|
| Class A - | Ordinary combustibles such as papers, rags, wood, etc |
| Class B - | Oil, flammable solvents, gasoline, grease, etc. |
| Class C - | Electrical fires, energized electrical equipment. |

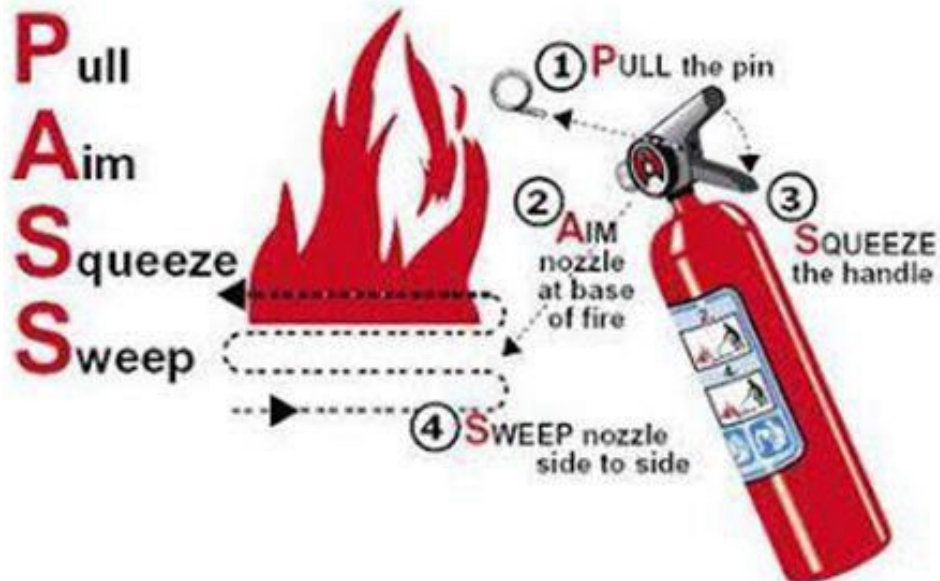
Types of Extinguishers

| | |
|----------------------------|---|
| Carbon Dioxide - | Use on class B or C fires |
| Dry chemical - | Use on class A, B, or C fires (these can be used on three types of fire: combustible, liquid, and electrical. However, the powder is very corrosive to electrical equipment such as light boards or computers and should only be used for such an emergency). |
| Halon - | Use on class C fires (these are for electrical equipment fires only and will not corrode electrical components. Halon extinguishers are usually found in Lighting and Audio Booths, backstage In the Playhouse and Festival Theatres, in the Ticket Office, and in the Computer Room. |
| Pressurized Water - | Use only on class A fires (these are for combustible fires only, such as wood or paper, and not for electrical or liquid fires). |

Fire Extinguishers



To operate an extinguisher:



Tornado

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More information regarding MTSU Tornado action plans can be accessed by going to: www.mtsu.edu/alert4u/tornado.php

More information regarding other instances of inclement weather can be accessed by going to: www.mtsunews.com/weather

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 / Area Coordinator
- Production Manager / Event Manager

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 time-frame 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 actually 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 actually 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 Rutherford 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 first floor hallway located at the rear of Tucker Theatre. Everyone should remain in the first floor hallway until an all clear is given (or campus alert system stops)
 - If hallway becomes too crowded to allow egress, spill over can go into the small dressing, storage and office spaces that line 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 – Tucker 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 balcony calmly move downstairs to the main floor until and all clear is given. Do not remain in the balcony. I repeat: Please calmly move down to the main floor 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 – Tucker 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 the back hallway of the facility, House Management will be available to assist in getting people backstage. Do not remain in the theatre. I repeat: Please calmly make your way backstage. Thank you.

- House Management should move anyone in the lobby and restrooms into the theatre and begin guiding the way towards the back hall. Stage Management and House Management should ensure all have made it back stage before moving towards back hall.
- In the case of a Tornado warning during a performance in the Studio Theatre, all should be evacuated to the back hall. Stage Management call hold over comms and all areas should go into Hold Mode. The following announcement should be made by the Stage Manager:

Stage Manager Speech – Tornado Warning Evacuation – Studio 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 the back hallway of the facility, House Management will be available to assist in getting people backstage. Do not remain in the theatre. I repeat: Please calmly make your way backstage. Thank you.

Active threat

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More information on how to respond to an active shooter can be accessed by going to: www.mtsu.edu/alert4u/active-shooter.php

More information on how to respond to a bomb threat can be accessed by going to: www.mtsu.edu/alert4u/bombthreat.php

More information on terrorism and how to respond can be accessed by going to: www.mtsu.edu/alert4u/terrorism.php

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 / Area Coordinator
- Production Manager / Event Manager
- Campus Police – non emergency **(615-898-2424)**

References

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