

UNIVERSITY OF CALIFORNIA, DAVIS
Department of Theatre and Dance

Injury and Illness Prevention Program
GENERAL PRODUCTION POLICIES & HEALTH & SAFETY GUIDELINES
July , 2008 v. 18.

As members of the Theatre and Dance Department Community—faculty, guest artists, staff, TAs, students and volunteers—we all share a responsibility to maintain the highest standards when it comes to issues of health and safety while engaged in class projects, workshop events, theatre laboratory activities and productions.

As required by California State Law this department has on file with the University of California this *Injury and Illness Prevention Program* (IIPP) which is intended to keep our participants and our audiences safe. It is a criminal act to knowingly violate these guidelines or to permit anyone under your supervision to violate these guidelines.

The purpose of these guidelines is to provide a brief review of some of the more critical standards which affect department activities in its classrooms, laboratories, shops and theatres. All participants—faculty, guest artists, TAs, staff, students and volunteers—are required to read these guidelines and sign a form which states they understand and agree to follow the guidelines.

The department's policies and safety guidelines apply uniformly to all theatre and dance classroom activities, special projects, workshops, laboratory activities, master classes, Three Penny Projects, special events and all rehearsals and performances of department theatre and dance productions. These guidelines apply to any venue in use by the department.

Theatre and Dance Department safety practices are contained in this document. Additional guidelines which determine working conditions and help protect the health and safety of our students, faculty, staff and audiences have been prepared by the University Environmental Health and Safety Office, federal OSHA, University Fire Marshal, Life Safety Codes, Uniform Building Code, collective bargaining agreements between unions representing certain department staff employees and the University and Campus Policy and Procedures manual. The Theatre and Dance Department has an additional set of safety guidelines specifically prepared for faculty, staff and students working in the theatre shops and productions laboratories.

General production policies:.....

Supervision: A faculty director/choreographer is assigned by the department chairperson to supervise all rehearsals for department productions. The department technical director, other technical supervisors, or a technical theatre teaching assistant (TA) must be present during all technical and dress rehearsals. A technical supervisor must be present whenever costumes and/or fabrics are being pulled, dyed, constructed or fitted on a performer. A trained department house manager must be present during all public performances. The staff master electrician, or another approved technical supervisor, must be present whenever lights are rigged and focused. A technical supervisor must be present whenever scenery is constructed, rigged, painted, loaded into theatres and removed from theatres. All non-departmental activities presented in a department theatre venue are supervised by one of department facility managers.

Students may check-out rehearsal rooms after hours and during weekends without a faculty member present provided their activity does not require the presence of a supervisor as described above.

The supervision guidelines pertain to all department activities—classroom activities, showings, master classes and productions.

Communication Prior to the start of rehearsals in any venue for any classroom production, workshop event or department theatre and dance production, the stage manager or a department technical supervisor must review these standards with all participants. All participants must sign the form attached to these guidelines stating they have been trained and agree to follow these safety guidelines. Prior to the start of technical rehearsals or the use of any scenery or platforms in a production, the department technical director or a technical theatre TA will conduct a thorough safety orientation of the stage and scenic elements used in the production. The training must be documented and all attendees must sign a form indicating they have been properly trained. *It is a criminal offense in the State of California to knowingly violate an organization's published safety guidelines.*

Training Prior to using any tools, lighting equipment, sound equipment, stage machinery including the counterweight system, painting equipment, stage rigging or the stage elevator, documented training, conducted by an authorized technical supervisor, must be completed.

Insurance All participants in Theatre and Dance productions, class activities and workshops must be UC students, faculty or staff and must have medical insurance. Students receive accident insurance as part of their registration fees or are given the option of obtaining personal insurance. Volunteers not associated with the University must complete a Volunteer Employment Form which protects them under the Workers' Compensation Act in case of work-related injury or illness. This form, approved by the production manager, must be signed by the participant and the production manager prior to the start of rehearsal activities. University employees participating in a Theatre and Dance production as part of their employment are covered by the University Workers' Compensation insurance policy.

For any injury appropriate medical care must be administered at once. Do not second guess injuries. Medical assistance can be obtained at the Student Health Center or Sutter Davis Hospital or the Staff Employee Health Clinic. Ambulance and paramedic emergency service can be obtained by dialing 911 from a land line phone or 752-1234 from a cell phone. The Student Health Center is closed evenings and weekends. In case of an injury during this time period, medical assistance can be obtained at Sutter Davis Hospital, Emergency Room. If 911 is called and an ambulance responds and the medical problem can be solved by the paramedic or EMT with the ambulance crew, there will be no charge for the medical services. However if the participant is transported to Sutter Davis Hospital for emergency treatment, the student will be charged for the emergency room services.

First Aid Kits First aid kits and ice packs are present in all activity areas. In the case of any injury which may expose bystanders to bodily fluids, extreme caution must be exercised. Use eye protection and rubber latex gloves. These items are included with the first aid kits. A bleach solution is also included with the first aid kits to neutralize any bodily fluid spills. **Do not take chances.** Do not second guess injuries. Consult medical professionals or call 911 or 752-1234 if cell phone. If a first aid kit is missing items, notify the stage manager or company manager.

Harassment, Hazing and Abuse. The department does not in any way whatsoever condone physical, verbal, psychological or sexual harassment or abuse. While everyone aspires to the highest professional standards, be reminded that this is a teaching institution and from time to time participants will make mistakes or fail to live up to everyone's expectations. Rarely do participants intentionally make mistakes. It is important to remember many in the classes and productions are just beginning their studies of theatre or dance and may not have all the experience or skills of those with extensive production backgrounds. Positive reinforcement works best. Students who feel they are being treated in an unfair, unprofessional or inappropriate matter are encouraged to consult the department chair immediately.

Working Past Midnight No person may work past midnight in any shop, rehearsal hall or stage area except lighting, audio and video designers and only for the purpose of programming cues into the computers. The designers may not climb ladders or move scenery or focus lights during this period. At least one other person must be present. **NEVER, NEVER, NEVER WORK ALONE.**

Purchases The department purchases the bulk of the materials it uses with purchase orders or university credit cards. All purchase orders are issued in advance at the request of the costume shop director, technical director, production manager or the office staff. A production is not authorized to spend funds until its budget has been approved by the production manager. Productions may also "purchase" materials from the department's stores. (The department purchases many scenic, lighting and wardrobe items in bulk to obtain favorable pricing. The cost of items purchased from department stores will be billed to the production.) The costume shop director and production manager maintain petty cash funds and may reimburse for out-of-pocket petty cash expenses. All petty cash purchases must be approved in advance. The department generally does not approve the practice of borrowing costume and scenic items from others. Whenever an item is borrowed, the production must reserve in its budget or otherwise insure the item for the full replacement cost in case it is lost or damaged during the production.

Prior to spending any funds on a production, consult the production manager. Production budgets may be adjusted only by the production manager.

Comp Tickets will be available approximately three days prior to opening. Comp tickets may be obtained by leaving a request form (available in a bin outside the department office) in the comp ticket mail box in the department mail room. The deadline for ordering comp tickets is 5:00 p.m. on Friday of the week before the production opens. Comp tickets will be returned to the stage manager or placed in the faculty, staff or student's department mail box by Wednesday of the opening week. Request comp tickets as early as possible. Comp tickets are subject to availability for any performance. Comp tickets are not available at the ticket office, the theatre box office or from the house managers. Comp tickets for Sideshow productions are requested through the director.

Class List Discount Vouchers. Students required to see a production as part of a class assignment will receive a discount voucher from their instructor. Students may purchase a discounted ticket in advance at the ticket office. Class List ticket Vouchers may not be used to purchase tickets at the door prior to a performance.

Artist Pass A concept artist who wishes to see more than one performance of a production may request an artist pass to admit the artist to any performance of the production. The pass is valid only for the concept artist. Concept artists request artist passes from the stage manager or company manager.

Photography and Audio/Video Recording are prohibited during performances. As part of the licensing agreement between the University and the agencies representing much of the material produced by the department there may be a clause in the contract prohibiting audio, video or photographic recording during performances. If that clause is present in the contract it is a violation of the US Copyright Law to record or permit recording of the production. The department enforces this ruling during all its performances as flash photography and video recording etc are disruptive to the performers. All department productions are professionally photographed. Video recordings will be made only if the department has the legal right and the funding to do so. Company members may obtain copies of

both the photographic and video recordings from the department. All company members are asked to sign a photographic release form at the start of the production. This form allows the university to film the production for promotional and archival purposes. A photo release form is attached to these guidelines. Read the release statement carefully. The university will not photograph any participant who does not sign the release.

Rehearsal and performance spaces.....

Rehearsals: Projects and productions may rehearse a maximum of five hours a day without a required one hour meal break. Evening rehearsals may start no earlier than 6:00 p.m. and must conclude no later than 11:30 p.m. This time block includes preparation time prior to the rehearsal and notes sessions after the rehearsal. Full day rehearsals may last no more than 10 hours including a one hour meal break. For full day rehearsals call times are 1:00 -5:00 p.m. Dinner break between 5:00 and 6:00 p.m. Rehearsals may begin again at 6:00 p.m. and conclude by 11:00 p.m. There must be at least one 15 minute break in the middle of each rehearsal block or a five minute break every hour. An alternate full day rehearsal schedule includes two five hour rehearsal periods separated by a two hour meal/rest break. The rehearsal day must conclude by 11:30 p.m.

The department will not schedule rehearsals on the opening nights of any department productions.

Rehearsal Rooms Include 185 Hickey, the Old firehouse, Lab A, Lab B, Wyatt, UClub Dance Studio, Arena Theatre, Main Theatre, Mondavi Center Studio and Jackson Hall theatres may be used as rehearsal spaces in connection with department productions staged in either space. The department does not schedule Mondavi Center spaces for other rehearsal activities

Rehearsal Rooms and Performance Venues Housekeeping

The venue must be swept prior to the start of any rehearsal activity. Foreign items might remain on the floor from previous activities. There are brooms, dust pans, mops and mop buckets in all studio areas. All rehearsal spaces are used as classrooms, too. At the conclusion of class and rehearsal activities, clean the room, remove rehearsal props and furniture to an offstage area and leave the space clear for the next activity. Leave the following:

Lab A: chalkboard, podium and table

Lab B: sound system and dance mattes

Wyatt: chalkboard

Arena chalkboard, rehearsal cubes, folding chairs and a table.

Old Firehouse rehearsal cubes, sound system, chairs and table neatly stored at the end of the room opposite the street.

UClub Dance Studio and Hickey Gym: Sound system and pianos neatly stored at edge of rehearsal space.

Prior to the start of rehearsals the stage manager will assure the rehearsal lights are on and there is adequate illumination in the rehearsal space. In the event rehearsals take place in a performance venue, the stage manager will make certain the backstage areas are checked prior to rehearsals to assure there is adequate illumination and no hazards are present. Prior to rehearsing in a venue for the first time, the director and stage manager should check the space with a technical supervisor to learn locations of first aid kits, fire alarms, fire extinguishers, light switches, telephones, rest rooms, and any obstructions which might pose a hazard on the stage. This is of particular concern should rehearsals take place on a stage which might contain a set for another production. Prior to the first rehearsal in the venue, a technical supervisor will show company members the locations of the above listed equipment/facilities and conduct a brief tour of the venue.

Prior to the start of technical rehearsals and performances the stage manager will inspect the backstage areas to make certain there are no hazards and all safety lighting is functioning properly and there is adequate illumination for all personnel to see backstage. The stage manager and a technical supervisor will ask the cast and crew to tour the backstage areas under performance lighting conditions to make certain everyone can see well enough to move safely backstage. All escape stairs must have hand railings and the front edge of all escape steps must be marked with white paint or tape.

Keys to all spaces needed for evening and weekend rehearsals may be checked out in the Theatre and Dance Department office.

Rehearsal Cubes, Chairs and Tables are available in the hallway behind Lab A and B. If you use them, return them to storage when the rehearsal/class is over. Cubes are also present in Old Firehouse, Arena Theatre, Wyatt Theatre, UClub Dance Studio, Hickey Gym Dance Studio and the Main Theatre.

Rehearsal Props A production assistant has access to the properties storage room and will assist stage managers with properties and furniture needs.

Rehearsal Costumes Rehearsal costumes may be checked out from the costume shop by making an appointment with the costume shop director. or the costume stock assistant.

Prop Cabinets are available for production use. They are stored in the basement outside the door to the prop room. The production assistant will assign prop cabinets to the stage managers for each production. The stage manager checks out a prop cabinet lock and key from the production manager.

The Univ. Club and Hickey Gym dance studio floors are extremely expensive hardwood structures. They were custom designed and constructed for the department. They are not meant for hard sole street shoes or hard surface scenic, furniture or prop items. There are rubber floor runners in the UClub studio to protect the floor for audience and students entering the room and exiting to the restrooms. Dance events needing a more durable floor may use Hickey Gym (which is covered with a "Marley" dance floor surface), the Firehouse, Wyatt or Lab B. All these floors are "sprung." Do not place sharp or pointed objects on Marley floor surfaces.

Room Reservations and Public Performances. All Theatre and Dance Department facilities must be reserved in advance in the department office for classroom, rehearsal and production use. Write all reservations in pencil and erase your reservations if your plans change. Any activity presented to the public with the exception of final class projects under the direct supervision of a faculty member must have a room permit and a trained house manager. The production manager will assist with arrangements for rehearsal venues.

Footwear Unless specifically required during a class, rehearsal or performance, students, faculty, staff and volunteers must wear closed toes shoes when working or entering a classroom, theatre or production shop area.

Exits All Theatre and Dance Department rehearsal/studio/performance venues have at least two approved exits. Never block these exits with furniture, scenery, draperies, trash cans or other materials. Under no circumstances may doors or exit lights be covered, blocked or disabled. Nothing may be placed in any exit corridor or aisle. The department production manager will help plan safe seating plans. All flexible seating plans must be approved by the University Fire Marshal. The stage manager, before the first rehearsal in a venue begins, will identify the location of the emergency exits to all company members.

Close and lock the doors and turn out the lights when you are finished in a studio/theatre/rehearsal space. The department maintains a large inventory of professional equipment in its classrooms, studios and theatres. If you use this equipment make certain it is secure when you leave the room. Sound equipment is a particular concern. Put it away. When done, lock the cabinets, prop cabinets, clean the room, turn off the lights and lock the doors. There is nobody picking up after you when you finish in a room. It's your responsibility to leave things secure and clean for the next occupant. Walk to the parking lots in groups.

If rehearsing/performing in the Main Theatre, place the safety light in the middle of the stage. If there is set on stage, leave the grid lights on. In Wyatt Theatre, leave the lights on in both backstage corridors, the basement and the middle corridor. Leave the aisle lights on.

NEVER, NEVER, NEVER WALK THROUGH A DARK REHEARSAL SPACE. THEATRE OR BACKSTAGE AREA IN A THEATRE. If you can not see, turn on lights or use a flashlight. Backstage areas in theatres contain scenery, lighting devices, props etc and you may bump into these objects in the dark. Use common sense. Do not take unnecessary risks.

Specific Safety Concerns.....

Smoking The use of tobacco products in any building or within 20' of any building is strictly prohibited. Use of non-tobacco products may be permitted during rehearsals, workshops and performances providing disclaimers are provided all participants and, if appropriate, audience members. Obtain disclaimer procedure from the production manager.

Open flames in any classroom, workshop or production facility, indoors or outdoors—anything from a lighted match to a candle—are prohibited unless the production manager obtains a *Hazardous Conditions Permit* in advance from the University Fire Department. The *Hazardous Conditions Permit* must be posted in the classroom or the backstage area of the facility. There are strict requirements pertaining to the use of flames. Consult the production manager for full details. *Please note: It often takes up to five working days to obtain a permit. Plan ahead!*

Chemical fog or smoke. These products may be used in productions providing proper disclaimers and advance warnings are issued to all company members and the audience. These products may be of serious concern to persons with upper respiratory disabilities or who are asthmatic. Material Safety Data Sheets (MSDS) for all chemical fog and smoke products used by the department as required by law are available to read in the Scene Shop Office.

Electrical Devices must conform to California Electrical Code requirements. All devices should have three wire grounded connectors. All extension cords must be 3-wire grounded cables.

Platforms or scenic elements, Use of platforms or other scenery as part of a classroom activity, workshop or production must be carefully supervised. Handrails may be required. Proper lighting and well marked steps are required. Consult the production manager. Never climb on any architectural decor element or structure in any classroom, studio, laboratory or shop unless it has been specifically constructed for that purpose. Warning: The wooden beams over the performing area in the UClub Dance Studio ARE NOT DESIGNED TO SUPPORT HUMAN WEIGHT. Climbing on the grids in the theatres, standing on pianos or other items not specifically designed to support weight is prohibited. Standing on chairs, particularly folding chairs, is dangerous. Standing on ladders with your knees extending above the top step is prohibited. Don't. The department has a stock of portable platforms should elevations be needed in the classrooms, studios or theatres. Hand railings are required for audience seating structures one foot and higher. All structures supporting human weight must be approved in advance by trained department staff. All portable seating plans placed in a flexible theatre (UClub Dance Studio, Arena Theatre and Mondavi Center Studio Theatre) must be approved by the university fire marshal. Consult the production manager for details.

Front edge of the stage, if more than one foot above the seating area, must be illuminated with a lighted safety strip, marked with a raised border or identified in another manner approved by the production manager. All openings in the stage floor must be marked and lighted from below.

Firearms All use of firearms must be approved in advance by the production manager. If a firearm is used to discharge a blank round, the firearm must have a closed barrel. Firearms that have open barrels are not permitted. All blank firearms must have an orange colored plug in the barrel to identify the firearm as "blank only." All persons handling firearms must have documented safety training conducted by a designated technical supervisor approved prior to using the firearms for rehearsals and performances. Only firearms owned or rented by the department may be used in department productions. Carefully research firearm use with the production manager well in advance.

Combat Directors and performers must obtain faculty approval and adequate instruction regarding the safe execution of any planned stage violence or combat. Every precaution should be taken to ensure safe and proper use of stage weapons, props or physical contact. Any combat activity with knives, daggers, swords, foils etc. must be rehearsed under the direction of a department approved stage combat choreographer. For any combat activity which involves metal to metal weapon contact only fight grade swords/foils etc may be used. The department will rent the proper weapons from an appropriate stage combat rental facility. The cost of rental weapons and fight choreographers will be charged to the production's budget.

Food and beverages (other than bottled water) are not permitted in any theatre or laboratory (Firehouse, Lab B, Wyatt, Hickey, UClub Dance Studio, Main Theatre, Lab A, Mondavi Center Jackson Hall or Mondavi Center Studio Theatre, theatre control rooms, dressing rooms, auditoriums and all shops and studios.) Food and beverage used in a production are governed by strict food handling safety codes. Consult the production manager. Alcoholic beverages are not permitted under any circumstances.

Flying actors or dancers is an extremely dangerous process. Specialized cable, rope, harnesses and trained operators, under the supervision of the technical director or another approved supervisor are required. Flying sequences must be discussed well in advance with the technical director who will advise the director/choreographer as to the best method to fly the performer. Depending on the complexity of the project a professional rigger may be required and the cost will be charged to the production.

Headphones The use of headphones or other assisted listening devices to listen to music while working in the scene shop or stage area is prohibited. Listening to music over headphones can be a source of distraction and might cause the user to lose focus or not hear instructions or warnings.

Personal Security.....

Security is everyone's responsibility. **NEVER NEVER NEVER leave a backpack or other personal belongings unattended in a classroom or the Greenroom.** Thieves looking for unattended backpacks pass through the building on a regular basis. There are lockers for personal use in the basement of Wright Hall. Place your own lock on the locker.

If you see suspicious objects notify a supervisor immediately. Do not take chances. If you are alone or uncertain as to what to do, dial 911 OR 752-1230 if using a cell phone. There is a phone in the Greenroom, the Firehouse, the UClub studio (they are in the main hallway, TA office and the kitchen behind the studio), Wyatt and Hickey. If you notice suspicious persons loitering near the theatres, call. When leaving a theatre late at night, walk to the parking lot in groups.

Emergency Evacuation may be necessary in case of a fire, bomb threat or other emergency. The house manager will direct all audience members to leave the theatre and assemble at a designated area away from the building.

Wright Hall venues—assemble at the "Eggheads."

Wyatt and the University Club Dance Studio, assemble at the parking lot adjacent to the theatres.

The stage manager will check all production areas and report to University emergency personnel that all company members are present or accounted for. The house manager performs a similar function for audience members. In case of an audience emergency, it may be necessary to stop a performance. A member of the stage management staff will stop the performance, call for house lights and make an appropriate announcement to the audience to either remain seated or exit the building. The house manager will inform the audience when the performance is able to resume. Medical emergencies will usually require clearing the auditorium until the emergency is over. The audience will then be recalled and the performance will continue.

Strategies for survival in the event of a school shooting incident. Resource information provided by UC Davis Police

- 1) Get out! Escape.
- 2) Take cover (get behind something that will stop a bullet, look for chances to ESCAPE.
- 3) Hide (look for a chance to ESCAPE)
- 4) Play dead. (Look for a chance to ESCAPE).
- 5) Attack the attacker. (LAST RESORT) Element of surprise. Watch and listen for suspect to stop shooting and reload.

ACTIVE INCIDENT SAFE PLACE:

- 1) At least 2 exits.
- 2) Furniture to block doors.
- 3) Telephone
- 4) Keep all cell phones on vibrate so you don't alert the suspect to your location.
- 5) Windows offer an avenue of escape
- 6) Look for chances to ESCAPE. 7) Notify police of your location and medical need.

THINGS TO REMEMBER

- 1) Follow police direction
- 2) Do not touch suspected explosives
- 3) If safe, do not hang up on police dispatch until directed to do so.
- 4) If able, provide first aid
- 5) Stay calm and remember your personal plan.
- 6) Always look for a chance to ESCAPE

Think Safety. Think Safety. Think Safety at all times. If you are uneasy or apprehensive about a condition in a production, notify the director, stage manager, production manager or the department Chairperson. Remember, your life is far more important than your work. Do not take chances or unnecessary risks.

Thank-you for helping us keep our company members, our audiences and our facilities healthy and safe! If you have questions about any aspect of these guidelines, please contact the production manager.

Remember.....

Safety is no accident.....

DEPARTMENT OF THEATRE AND DANCE
University of California, Davis

Injury and Illness Prevention Program

GENERAL PRODUCTION POLICIES & HEALTH & SAFETY GUIDELINES

I have read, understand and agree to comply with the UC Davis Theatre and Dance Dept. *Injury and Illness Prevention Program*.

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|----------------|---------------------------------|
| _____ | _____ |
| (Production) | (Position) |
| _____ | _____ |
| (Signed) | (Date) |
| _____ | _____ |
| (Print Name) | (Student /Employee I.D. Number) |
| _____ | _____ |
| (Phone Number) | (Address) |
| _____ | _____ |
| (Email) | (City, Zip) |