



FIRE PROTECTION & FIRE SAFETY

WHAT THIS SHEET APPLIES TO

Anyone working in Runnals Union.

RISKS INCLUDE

Personal injury, injury to others, damage to equipment and facilities.

GUIDELINES, RULES, & PROCEDURES

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

FOR FURTHER UNDERSTANDING

Go to www.colby.edu/theater for textual and Internet resources.