



FIRE PROTECTION & FIRE SAFETY

WHAT THIS SHEET APPLIES TO

Anyone working in the Gordon Center for Creative and Performing Arts.

RISKS INCLUDE

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

GUIDELINES, RULES, & PROCEDURES

- Know the location of the nearest fire exits, fire extinguishers, fire alarm pull stations, fire blankets, and phone at all times.
- Approved ABC fire extinguishers must be inspected at regular intervals and must be clearly accessible.
- Smoking is not permitted anywhere on campus. Smoking is not permitted in performances (i.e. in character) unless approved by the Performance, Theater, and Dance Department's Production Manager.
- Live flame should not be used unless approved by the Production Manager.
- 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, labs, and shop 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.
- For stage scenery, all wood surfaces, fabric, and other combustible should be treated with approved flame retardant or painted.
- 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/theaterdance/safety for textual and Internet resources.