

# Elings Performing Arts Center

## General Facility Policies & Health and Safety Student and Staff Contract

### 2014-2015 Academic Year

As members of the Dos Pueblos community (faculty, staff, coaches, students, parents, 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, lectures, workshop events, presentations, theatre laboratory activities, and performances in the Elings Performing Arts Center.

This document is intended to keep our community and our audiences safe. The purpose of these guidelines is to provide a brief review of some of the more critical standards which affect activities in EPAC classrooms, shops, and in the auditorium. All participants engaged in activities in the EPAC are required to read these guidelines and sign the attached form, which states they understand and agree to follow the guidelines.

#### **General Policies:**

Supervision: The Theatre Teacher/Director, Theater Coordinator, or another qualified staff/faculty supervisor must be present anytime students and volunteers are in the theater. DPTC's Technical Director must specifically be present whenever scenery is being constructed, rigged, painted, loaded into and removed from the theater. No person may ever work in the theater past midnight except for the purpose of programming cues into the lighting and sound boards, in which case, the designer and at least one other adult supervisor should be present. All students may only stay past midnight with prior parent permission. Never, never, never work alone. No student may work alone anywhere in the theater. Somebody else should always be present.

Communication: Before performing an activity in the EPAC, be sure you have been given complete instructions and are comfortable with the task you've been assigned. If you ever feel unsure or unsafe, stop what you're doing and ask someone for help. The door for communication will always be open and you will never be looked down on for seeking clarity. It is your responsibility to ensure lines of communication are always open.

Training: All users must receive training and take / pass a competency test prior to using any district owned tools, lighting equipment, sound equipment, or stage machinery, including the counterweight system. This test may only be administered by the Theatre Coordinator and/or DPTC's Technical Director. There are no exceptions to this, even if you are already familiar with the equipment. You may also ask for a refresher on any of these items at any time. External users will not be given training, but may request student technicians for their events. Students trained in a particular area will be added to a list of student technicians and will be reached out to frequently to work events in the EPAC, usually for community service hours or gift cards. If you would like to be included on this list, contact the Theatre Coordinator.

First Aid: First aid kits and ice packs are available should they be required. In the case of an injury, administer first aid if appropriate and notify the Theatre Coordinator or a faculty member ASAP. Do not take chances. Do not second guess injuries. What doesn't seem like a big deal right now could actually be a serious injury in the future. In the case of a notably serious injury, call 911 immediately. If a first aid kit is missing items, notify the Theatre Coordinator or Theatre Teacher/Director. First aid kits can be found in the Director's office, scene shop, and costume shop.

Exits: Please note the location of all marked exits in the theater. These are to be left clear for emergency evacuation and should never be blocked with furniture, scenery, draperies, trash cans, or other materials. Under no circumstances may doors or exit lights be covered, blocked, or disabled.

Food and Beverage: Other than bottled water, no food or beverage is permitted in the theater unless approved by the Theater Coordinator. Food and beverages may be consumed in the lobby and back hallway *only* and it is solely your own responsibility to throw away any trash you produce.

Trash and General Cleanliness: The EPAC is a multi-use facility, used by many diverse groups, often multiple groups in a single day. To ensure each group has the best possible experience in the theater, all users are expected to throw away any trash items they produce or encounter. Students found leaving trash around the theater will be subject to disciplinary action. In addition to trash, all students are expected to respect the theater by checking shoe soles for paint, grease, and mud before walking on carpeted areas, keeping feet off of audience chairs, and having a general sense of cleanliness in the space.

Arriving to the Space: Never, never, never walk through a dark rehearsal space, theater, or backstage area. If you cannot see, turn on the lights or use a flashlight. Backstage areas in the EPAC contain scenery, lighting devices, props, etc., and you may bump into these objects in the dark. Use common sense. Do not take unnecessary risks.

Leaving the Space: If you unlock any area in the EPAC, please ensure you lock it back up before you leave. If you are the last person in the theater, please turn out the lights and make sure the doors are locked. The theater maintains a large inventory of expensive professional equipment and needs to remain secure. If you use any of this equipment, make certain it is secure when you leave the room. When done, clean the room; there is nobody cleaning up after you when you finish. It is your responsibility to leave the room secure and clean for the next rehearsal or work session. Always walk to the parking lot in groups, especially at night.

### **Specific Safety Concerns:**

Open Flames: Any and all flames are prohibited inside the theater without express permission by the Theater Coordinator and in some cases, the Santa Barbara School District and/or Fire Department. This includes everything from a lighted match to a candle. Larger flames are always prohibited.

Platforms and Other Scenic Elements: Never climb, sit, or stand on any architectural décor element or structure unless it has been specifically constructed for that purpose and examined by the production's Technical Director. Often times, in the theatre, set pieces are only made to look like the real thing, but are not nearly as sturdy. Standing on ladders with your knees extending over the top step is prohibited.

Front Edge of the Stage: There is about a ten foot drop to the orchestra pit at the downstage edge of the stage. You need to always be aware of this and stay as far away from it as possible while on stage.

Upstairs Areas: Student access to all upstairs areas, including catwalks, staircases, and counterweight loading stations requires a pass from the Theater Coordinator. Adult access to these areas is limited to Dos Pueblos High School staff, except in special circumstances to be granted by the Theatre Coordinator on a case-by-case basis. Students will be suspended if found in these areas without proper permission.

Technical Shops: Student access to the costume, prop, and scene shops is limited to student technicians for the sole purpose of working on a project or who have received special permission from the Theatre Coordinator, Theatre Teacher/Director, or student shop leads.

## **Personal Security:**

Personal Security: is everybody's responsibility. Never leave a backpack or other personal belongings unattended in the backstage hallway or other spaces. Thieves looking for unattended backpacks can easily pass through the building.

Security Cameras: There are security cameras placed throughout the theater to ensure your safety and protect against theft. There are no security cameras placed in the bathrooms or dressing rooms, so please do not leave personal belongings in those spaces unless absolutely necessary (during DPTC productions, Stage Management will pick up and lock away any valuables you may need secured). Please note that you may be under surveillance in any other part of the EPAC.

Lost and Found: A lost and found box can be found under the sound table in the back of the house. If you find any abandoned items in and around the theater, please deposit them to this box. By lunch time on the first day of each school week, this box will be taken to the office for the school's general lost and found.

Props and Costumes: All props and costumes used for theatre classes must be put away in the designated area (determined by DPTC's Costume Coordinator) after every rehearsal. If you are using a prop or costume straight from the shop, it should be put away where you found it at the end of class. No props or costumes should be used without direct permission from the Theatre Teacher/Director.

Visitors: Except for audiences attending public events, non-DP staff or students are not permitted in the theater without a visitor pass from the front office or specific permission from the Theatre Coordinator.

Pianos, Lighting, Sound, and Projection Equipment: Theater owned pianos and technical equipment throughout the facility should not be removed or displaced without specific permission from an appropriate staff supervisor.

Emergency Evacuation: In the unlikely event that a fire, earthquake, or other alarm should sound while in the theater, follow standard school policies regarding evacuation. The Technical Director and Theater Teacher/Director may also determine that an evacuation is necessary in an event not indicated by an alarm. If this occurs, please follow their instructions.

**Think Safety. Think Safety. Think Safety. At all times. If you are uneasy or apprehensive about a condition in the theater or any assigned task, notify an appropriate staff supervisor. Remember, your life is far more important than your work. Do not take chances or unnecessary risks.**

**Safety is no accident.**

