



Emergency Action/Response

Each campus has an overarching campus Emergency Response Plan. Contact your Campus Emergency Management unit for more information and copies of this plan.

For the protection of students, campus personnel, visiting performers, and patrons, more detailed, venue specific emergency response plans may need to be developed. In most cases, a Department or venue will have a pre-show recorded or standard announcement with details about the emergency exits. This is a good opportunity to communicate key venue specific emergency response information to the audience. Stage management and front-of-house personnel will have a variety of emergency response duties that will require specialized training; however, certain aspects of emergency response apply to everyone and are included in this Code of Safe Practice.



Prior to an Emergency

1. Find and review the emergency evacuation map for the area(s) in which you will work. Contact your supervisor if you cannot find the map.
2. Know the primary and secondary emergency evacuation routes.
3. Know the assembly location to which you are to report in the event of an evacuation.
4. Know where to report in the event of shelter-in-place emergencies.
5. Keep the exit pathways free of obstructions.
6. Keep exit doors clear of obstructions on both sides of the exit doors.
7. Know how to report emergencies.
8. Know how to report damaged or used fire extinguishers, exit signs that are not properly illuminated, and emergency lights that are damaged or need to be repositioned.
9. Know your duties and responsibilities for each type of emergency to which you are expected to respond.
10. Know where the first aid kits and automated external defibrillator (AEDs) are located.
11. Establish a system for inspecting and stocking the first aid kits.
12. Participate in emergency response training and practice drills.

Fire Emergencies

1. Activate the fire alarm.
2. Evacuate the building. Only campus fire department personnel are required to fight fires.
3. Never attempt to use a fire extinguisher unless you have received appropriate training.
4. Close doors after you exit a room.
5. Assigned specific trained personnel to activate the “Curtain Release” to drop the fire curtain.

6. Go immediately to the assigned assembly area.
7. Wait in the assembly area until further directions are given.
8. Never re-enter the building until permitted to do so by fire department personnel.

Chemical Emergencies

1. Chemical contact with the eyes:
 - a. Immediately flush your eyes using the emergency eyewash station.
 - b. NEVER wait to remove contact lenses.
 - c. Keep your eyes in contact with the running water for at least 15 minutes.
2. Chemical contact with other parts of the body or clothing:
 - a. Immediately flush your skin with water.
 - b. Remove contaminated clothing and continue flushing your skin for at least 15 minutes.
 - c. Keep your chemical splash goggles on as long as your eyes have not been exposed. Keep the goggles on until after your hair and face have been flushed with water for at least 15 minutes.
3. Seek immediate medical attention for chemical contact with eyes and when skin is burned by chemical contact.
4. Seek fresh air if you begin feeling dizzy due to chemical fume exposure.

Medical Emergencies

1. Provide first aid to the extent of your training and comfort level.
2. Exercise universal precautions to reduce the risk of the transmission of bloodborne pathogens. Universal precautions include:
 - a. Treat all bodily fluids as though infectious,
 - b. Wear latex gloves,
 - c. Use CPR masks, and
 - d. Wash your hands with soap and water after removing the latex gloves.
3. Summon emergency medical services by dialing 9-1-1 yourself or direct a specific person to do it for you. Review venue-specific instructions for details related to that venue.
4. Post personnel along the route from the building entry to the injured person to assist the prompt arrival of emergency medical personnel.