RPI Playhouse

General Safety Rules and Operating Policies

Emergencies

1. Notify the Technical Director or relevant Department Chair/supervisor should an emergency arise. If an injury needs prompt medical attention, call Public Safety at campus phone extension 6611 or by cell phone at 518-276-6611. For non-emergencies dial 518-276-6656 to reach Public Safety.
2. Do not attempt to move an injured person unless there is an imminent danger to life.
3. First-aid kits are available in the Scene Shop, Office, and Coat Room for minor injuries.
4. Do not attempt to clean up any bodily fluids under any circumstances. Report it to a Players/Playhouse Officer immediately.
5. In case of fire or hazardous chemical spill evacuate the premises immediately.

General Operational Policies

1. The Technical Director of the RPI Playhouse and RPI Playhouse Department Chairs are responsible for interpreting and administering safety rules and operating policies in all areas of the RPI Playhouse.
2. Only individuals who have been properly trained and authorized are allowed to directly operate equipment within the RPI Playhouse.
3. Use the buddy system and watch out for other people. If you are aware of an unsafe situation, please report it to a RPI Playhouse officer.
4. Use of tobacco products and other illegal substances is prohibited in the RPI Playhouse. Alcohol is permitted in the building ONLY if a permit is obtained from the Rensselaer Student Health Center.
5. Do not operate any equipment or machines if your abilities are impaired for any reason (examples: personal illness, lack of sleep, drugs, or alcohol).
6. Everyone is responsible for housekeeping and cleaning up after themselves. Project work is to be done in the designated areas only.
7. Aisles, doorways, and stairways are to be kept clear for purposes of safe passage in the event of an emergency.
8. Do not run in a shop area or distract the work of others with unnecessary yelling, loud music, etc.
9. Report any cases of vandalism or theft to the Technical Director.
10. Maintenance on RPI Playhouse equipment should only be performed by the appropriate RPI Playhouse officer, or those designated as qualified to perform maintenance by a RPI Playhouse officer.
11. Food and drinks are PROHIBITED in the Costume Shop, Dressing Room, Scene Shop, and near Audio/Lighting/Video equipment.
12. Major incidents involving members of the RPI Players should be documented by a Players/Playhouse officer using an Incident Report Form. ALL incidents involving non-members/non-students should be documented.

**General Safety**

1. Personal Protective Equipment (PPE) is provided by the RPI Playhouse. Proper protection (eye, ear, skin, etc.) should be used given the task at hand.
2. Loose clothing, neckties, long hair, headphones, and jewelry can become entangled in rotating equipment leading to serious injury or death! Make certain that such articles are removed or securely fastened to avoid entanglement.
3. Closed toed shoes should be worn in all shop areas and on stage while work is being performed (example: work party, set builds, light focus, etc.).
4. Report/clean up all spilled liquids immediately to prevent slipping hazards.
5. The use of open flame is prohibited unless otherwise approved by the Technical Director.
6. Understand the implications of using project specific materials. Material Safety Data Sheets (MSDS) are available for items used in this theater. Contact the Technical Director for more information.
7. Spray paints and other solvent based materials must be used in the designated area with proper ventilation and appropriate personal protection. The designated area for the Playhouse is outside of the building, in the Scene Shop with the garage door open, or areas approved by the Technical Director.
8. Giving the command, “heads” is the correct means for alerting those around you to a dangerous or unsafe situation.
9. Know your limitations, both your physical strengths and your knowledge of specific operations. Seek assistance in moving heavy items or handling scenic equipment.
10. When working overhead, such as on scaffolding or in the fly loft, set loft, platform storage, and flat storage, work as a team. Let others around you know what you are doing. Remove all items from your pockets. Only tools that are secured to you are to be carried up to these areas.

**Scene Shop**

1. Safety glasses are required while using power tools or shop machines. Use hearing protection and additional PPE when necessary.
2. Closed-toed shoes are to be worn in the shop and on stage while working. Loose clothing and jewelry is prohibited, as items may get caught in tools/machinery.
3. Working alone in the shop is prohibited. Always work with a buddy.
4. Know where first aid kits are located and who to call in an emergency.
5. Report any damaged, defective, or worn tools/equipment.
6. Report all injuries to Scene Shop Manager (Set Department Chair) and/or the Technical Director.
7. Safety is your responsibility. Please act accordingly for your safety and those around you. If you feel like you might be doing something incorrectly, you probably are.
8. Treated lumber is not to be cut within the RPI Playhouse.

**Fly System**

1. Detailed Fly System guidelines and procedures are outlined in the RPI Playhouse *Fly System Safety and Operation* document.
2. Only authorized persons are to operate the counterweight fly system or block and tackle pulleys.
3. Never operate the fly system alone, two certified users are required.
4. Never stand or walk under a moving line set.
5. Never move a line set when someone is under it.
6. There should be quiet on stage whenever line sets are flown.
7. Rope locks should always be locked closed with the lock ring in place when the line is not in motion.
8. Follow all commands given by persons operating the fly system
   a. Obey “moving” calls
   b. “Clear the rail” → stay clear of area in front of fly system (SR wing)
   c. “RUNAWAY” → Clear the stage
9. Use proper commands before moving a batten (example: “Main Drape coming in!” or “2nd Electric moving.”)
10. In the event of a runaway, NEVER attempt to stop the running line set. Call “RUNAWAY, [location]” and take cover.
    a. Evacuate the stage following a runaway, as the building could become structurally unstable.
12. Report any suspected fly system issues to the Technical Director immediately and never attempt to move a line set that has been locked out.
13. NEVER use rigging equipment or supplies that are damaged or not suitably rated for load.

**Lighting Areas**

1. Do not leave any equipment on top of ladders, scaffolds, or on steps. Do not leave or place gel frames, wrenches, tools, or supplies on top of scenery or anywhere they could fall
2. All lighting equipment is to be hung from proper lighting positions. All equipment shall be securely mounted and have a safety cable appropriately used.
3. Wrenches shall be secured to your body.
4. No work on ladders or scaffolds should be performed alone; use the buddy system.
5. Scaffold wheels are to be locked while climbing and working on top.
6. Damaged equipment shall not be used.
7. Lighting systems use a large amount of electricity and generate intense heat. Work cautiously and carefully around these items.

**Costume Shop**

1. All equipment in the shop should be used for its intended purpose.
2. Damaged equipment or machines shall not be used, and shall be reported to the Costume Shop Manager (Department Chair).
3. Spray paints and other solvent based materials must be used in the designated area with proper ventilation and appropriate personal protection. The designated area for the Playhouse in the Scene Shop with the garage door open or outside of the building.
4. After each work session, unplug all irons, steamers, etc.
5. Food and drink are PROHIBITED in the costume shop and costumes storage areas.

**Dressing Room/Hair and Makeup Shop**

1. All makeup and applicators should be used for show/work purposes only, not personal makeup purposes.
2. All food and drink except water are prohibited in the dressing room.
3. When plugged in, all curling irons/straighteners/hairdressers should be supervised. Unplug them when not in use.
4. If something is damaged or missing, alert the Hair and Makeup chair. If there is an immediate threat to safety, alert an officer.
5. Pins, safety pins, and bobby pins are not to be left on the ground or scattered across surfaces. They pose a hazard to changing actors if they are stepped on. Keep them in the designated bins/pincushions when not in use.
6. If any of the makeup appears discolored/contaminated/moldy, alert the designer or H&M chair immediately. If it is indeed unfit for use, dispose of it and alert the chair to replace it.
7. Disposable applicators are not to be shared between actors. They should be used for at most three applications, then disposed of.
8. After each work party/show, clean up the vanity counter, and place things back where they belong.

**Performances**

1. Prior to any performance where the public is in the building, an announcement containing the following information must be made.
   a. Location of emergency exits
   b. No flash photography
   c. Important safety information
   d. Example:
      i. “Good Evening. Welcome to the RPI Playhouse and tonight’s performance of [SHOW NAME]. At this time, we request that you
turn off all cell phones and other electronic devices. Also, we remind you that the use of flash photography is strictly prohibited throughout the performance. In the unlikely event of an emergency, please be aware that the fire exits are located at the front right, and rear of the theatre. Thank you and we hope you enjoy the show!”

2. Prior to any performance where the public is in the building, the following advisories must be posted, if applicable.
   a. Gunshot sound effects
   b. Atmospheric effects (fog, haze, etc.)
   c. Mature content
In reviewing these guidelines and signing the Statement of Understanding, I acknowledge that I have carefully read and fully understand the general safety rules and operational policies of the RPI Playhouse, and I will comply with them. I also realize that other, undefined hazards will exist in the theater and therefore, my safety, and that of others, is ultimately my own responsibility.

Please contact the RPI Players Technical Director (players-td@union.lists.rpi.edu), if you have questions relative to the policies, safety, or technical theatre. Contact information for the current Technical Director and the Players Executive Committee is located on the front door and in the Playhouse office. For department specific questions, please contact the relevant department chair on the RPI Playhouse Technical Committee.

**NOTE: Persons violating safety rules or operational policies are subject to disciplinary action and/or immediate dismissal from the area.**