



ILLINOIS
SHAKESPEARE
FESTIVAL

**Health, Safety, and Procedures
2010**

Contents

RESPONSIBILITY TO ENSURE HEALTH AND SAFETY

Festival's Responsibility to the Employee	
Employee's Responsibility to the Festival	1

IN CASE OF EMERGENCY

CPA Rehearsal Hall	2
CPA Box Office	3
Scene/Metal Shop.....	5
Ewing Manor.....	6

FIRST AID/CPR/AED

Certification	
Automated External Defibrillator.....	11
Location of First Aid Kits, Eye Wash Stations, Fire Extinguishers and AED	12

BLOODBORN PATHOGEN CLEANUP

Cleanup Procedure	13
-------------------------	----

WORKMEN'S COMPENSATION PROCEDURE

Procedure	14
-----------------	----

DIRECTIONS TO MEDICAL FACILITIES

College Station to OSF Saint Joseph's Medical Center	15
College Station to BroMenn Medical Center	16
Centennial East to OSF Saint Joseph's Medical Center	17
Centennial East to BroMenn Medical Center.....	18
Ewing Manor to OSF Saint Joseph's Medical Center	19
Ewing Manor to BroMenn Medical Center	20

EWING PROCEDURES

Lock-up Procedure	
Setting/Disarming Alarm	
Chain of Command During a Performance	
Turning On/Off Courtyard Lights	21
Turning On/Off House Fans	
Safety Walk Through	
OSHA Fall Protection Requirements	
Harness Rescue Plan	22
Parking at Ewing	23

FESTIVAL LIGHTNING POLICY

Policy	24
--------------	----

JOB SAFETY ANALYSIS TRAINING

What is Job Safety Analysis?	
Who Needs to be JSA Trained?	
JSA Training Manual	25

HOT WORK PROCEDURE

What is Hot Work Procedure?.....	26
----------------------------------	----

APPENDIX

Illinois State University Hot Work Procedure Manual	A1
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Responsibilities to Ensure Health and Safety

Festival's Responsibility to Employees

- Provide adequate housing to all employees.
- Provide grocery runs at least one time per week to all employees.
- Provide sunscreen and bug spray for all employees at Ewing.
- Provide water bottle at no cost to employee.
- Provide icy pops at no cost to employee.
- Provide a cooler of ice and a refrigerator at Ewing Manor for all employees.
- Workman's compensation provided for all employees injured while doing ISF related work.
- University health insurance will be provided for all interns.
- Employees will be provided with JSA training for all equipment in scene shop.
- Supervisors ensure that no employee performs tasks under the influence of prescription drugs that may compromise the safety of employees.
- Provide First Aid and CPR training to supervisors.
- No work call will extend longer than 5 hours without a meal break.

Employee's Responsibility to Festival

- Employees expected to maintain a healthy diet and lifestyle.
- Properly prepare body for all work related activities.
- No employee operates equipment unless properly trained with that equipment.
- Employees cannot arrive to work calls under the influence of alcohol or illegal drugs.
- Employees under the influence of prescription medication should notify supervisor upon arrival at work calls.
- Employees should inform supervisors if they witness any situation which may be deemed unsafe or endanger the well-being of any individual.
- Employees should dress in appropriate attire for all work calls, rehearsals, and performances.
- Employees should follow all safety procedures established and implemented by all supervisors, including but not limited to directors, choreographers, fight choreographers, shop supervisors.

In Case of Emergency - Rehearsal Hall

Tornado

- Stage Manager informs all employees of imminent weather.
- SM evacuates the space.
- In CPA, evacuate to the trap room below CPA stage.
- In Centennial West, evacuate to the basement of Centennial East

Fire

- Stage Manager informs all employees of fire hazard.
- SM directs all employees to nearest safe exit from the building.
- SM sends ASM to circle the building OUTSIDE to ensure that the building is clear (take head count).
- DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCES!
- ASM goes to the circle drive to direct the Fire Department to the alarm panel.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts Stage Manager that rehearsal may continue.

Accident/Injury

- Assess the situation. Call 911 if needed.
- Stage Manager determines whether to proceed with rehearsal.
- SM informs staff if rehearsal is to stop for injury.
- Contact Company Management if not an emergency but the injured employee needs to seek medical attention.
- Company Manager takes injured employee to OSF Prompt Care, which is connected to OSF hospital by the Eastland Mall. If it is after hours or an emergency, go to OSF hospital. If there is not time, go to BroMenn Hospital.
- Contact Production Manager regarding incident. **THIS IS NECESSARY EVEN IF NO MEDICAL ATTENTION IS NEEDED.** All injuries must be reported.
- After medical attention is received, injured employee must fill out paperwork with Production Manager.

Maintenance Issues

- Alert Production Manager and he will contact facilities management.

In Case of Emergency - CPA Box Office

Tornado

- Box Office Manager informs all employees of imminent weather.
- Box Office Manager evacuates the space to the CPA trap room below the stage.

Fire (*During a Rehearsal in CPA Theatre*)

- Stage Manager informs all employees of fire hazard.
- SM directs all employees to nearest safe exit from the building.
- SM sends ASM to circle the building OUTSIDE to ensure that the building is clear.
- DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCES!
- ASM goes to the circle drive to direct the Fire Department to the alarm panel.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts Stage Manager that rehearsal/work may continue.

Fire (*Non- Rehearsal*)

- Box Office Manager informs all employees of fire hazard.
- Box Office Manager directs all employees to nearest safe exit from the building.
- Box Office Manager sends Assistant Box Office Manager to circle the building OUTSIDE to ensure that the building is clear.
- DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCES!
- Assistant Box Office Manager goes to the circle drive to direct the Fire Department to the alarm panel.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts Box Office Manager that work may continue.

In Case of Emergency - CPA Box Office

Accident/Injury

- Assess the situation. Call 911 if needed.
- Box Office Manager determines whether to proceed with work.
- Box Office Manager informs staff if work is to stop for injury.
- Contact Company Management if not an emergency but the injured employee needs to seek medical attention.
- Company Manager takes injured employee to OSF Prompt Care, which is connected to OSF hospital by the Eastland Mall. If it is after hours or an emergency, go to OSF hospital. IF there is not time, go to Bromenn Hospital.
- Contact Production Manager regarding incident. **THIS IS NECESSARY EVEN IF NO MEDICAL ATTENTION IS NEEDED.** All injuries must be reported.
- After medical attention is received, injured employee must fill out paperwork with Production Manager.

Maintenance Issues

- Alert Production Manager and he will contact facilities management.

In Case of Emergency – Scene/Metal Shop

Tornado

- Shop supervisor informs all employees of imminent weather.
- Supervisor evacuates shop. All employees directed to the basement of Centennial East.

Fire

- Supervisor informs all employees of fire hazard.
- Supervisor directs all employees to nearest safe exit from the building.
- Supervisor sends an employee to circle the building OUTSIDE to ensure that the building is clear.
- DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCES!
- Designated employee goes to the circle drive to direct the Fire Department to the alarm panel.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts supervisor that work may continue.

Accident/Injury

- Assess the situation. Call 911 if needed.
- Shop supervisor determines how to proceed with work call if possible.
- Supervisor informs staff if work call is to stop for injury.
- Contact Company Management if not an emergency but the injured employee needs to seek medical attention.
- Company Manager takes injured employee to OSF Prompt Care, which is connected to OSF hospital by the Eastland Mall. If it is after hours or an emergency, go to OSF hospital. If there is not time, go to BroMenn Hospital.
- Contact Production Manager regarding incident. **THIS IS NECESSARY EVEN IF NO MEDICAL ATTENTION IS NEEDED.** All injuries must be reported.
- After medical attention is received, injured employee must fill out paperwork with Production Manager.

Fall Protection

- The Festival will provide fall protection to all employees whenever necessary.
- For more information about specific procedures, contact the Technical Director.
- Instructions for using safety equipment, including harnesses will be provided at a training section at the beginning of the season.

Maintenance Issues

- Alert Production Manager and he will contact facilities management.

In Case of Emergency - Ewing Manor

During a Work Call or Rehearsal

Rain

- Designated supervisor informs staff that work is being held due to inclement weather.
- All employees moved to indoor spaces.
- Supervisor checks on weather and updates staff on delays.

Tornado

- Designated supervisor informs all employees of imminent weather.
- Supervisor evacuates the space, directing all employees to the vomms.
- If individuals are in the gardens or rotunda area and cannot get to the theatre quickly, they should proceed to the storage closet in the rotunda.
- If time allows, close USC garage door and secure any loose scenery and props.

Fire

- Designated supervisor informs all employees of fire hazard.
- Supervisor directs all employees to nearest exit onto the lawn.
- Supervisor sends employee to circle the building OUTSIDE to ensure that the building is clear.
- Once the house and backstage areas are clear, Duty manager will silence the alarm from the booth.
- **DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCE!**
- Employee goes to the end of the loading dock driveway to direct the Fire Department to the alarm panel in the cry booth.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts supervisor that rehearsal may continue.

System Failure: Sump pump alarm or trouble alert

- Designated supervisor informs all employees of hazard.
- Supervisor directs all employees to exit onto the lawn.
- Call ADT and explain the situation. They will walk you through the procedure to clear the trouble. *(See Production Manager for ADT Account information)*
- Once the Alarm is off, alert supervisor that work call or rehearsal may continue.

In Case of Emergency - Ewing Manor

Accident/Injury

- Assess the situation. Call 911 if needed.
- Alert other managers by headset/Radio.
- Supervisor determines how to proceed with work call or rehearsal if possible.
- Supervisor informs staff if work call or rehearsal is to stop for injury.
- Contact Company Management if not an emergency but the injured employee needs to seek medical attention.
- Company Manager takes injured employee to OSF Prompt Care connected to OSF hospital by the Eastland Mall. If it is after hours or an emergency, go to OSF hospital. If there is not time, go to BroMenn Hospital.
- Contact Production Manager regarding incident. **This is necessary even if no medical attention is needed.** All injuries must be reported.
- After medical attention is received, injured employee must fill out paperwork with Production Manager.

Fall Protection

- The Festival will provide fall protection to all employees whenever necessary.
- For more information about specific procedures, contact the Technical Director.
- Instructions for using safety equipment, including harnesses will be provided at a training section at the beginning of the season.

Maintenance Issues

- Alert Production Manager and he will contact Ewing Cultural Center Supervisor.

In Case of Emergency - Ewing Manor

During a Performance

Rain

- Before the show starts:
 - House Management announces to audience that house is being held due to inclement weather.
 - Stage Manager stays in contact with Duty Manager and updates cast on the delay.
 - House may be held up to 30 min. from scheduled curtain time.
- During the show:
 - Stage Manager contacts the Duty Manager via radio informing that stage is no longer safe.
 - Once “hold” is cleared with Duty Manager, SM announces:
“Ladies and Gentlemen, due to inclement weather, we will be holding the performance temporarily. We will resume the performance as soon as we are able.”

Tornado

- Contact other managers via headset/radio and prepare to evacuate the house. House Manager will send ushers into the house to assist patrons.
- Stage Manager should announce:
“Ladies and Gentlemen, There is a tornado warning in effect. There is no immediate danger, but as a safety precaution, we ask that you follow the instructions of house staff who will lead you to the vomms. We will resume the performance as soon as we are able.”
- If individuals are in the gardens or rotunda area and cannot get to the theatre quickly, they should proceed to the storage closet in the rotunda. The House Manager is responsible for making this call and facilitating.
- If time allows, close USC garage door and secure any loose scenery and props.

In Case of Emergency – Ewing Manor

Fire

- Contact other managers via headset/radio and prepare to evacuate the house.
- SM announces:
“Ladies and Gentlemen, please file out the nearest exit onto the lawn and await instruction from house staff. We will resume the performance as soon as we are able.”
- Send ASM to circle the building OUTSIDE to ensure that the building is clear.
- Once the house and backstage areas are clear, Duty manager will silence the alarm from the booth.
- DO NOT RESET THE ALARM UNDER ANY CIRCUMSTANCE!
- ASM goes to the end of the loading dock driveway to direct the Fire Department to the alarm panel.
- Once the Fire Department arrives, take them to the panel, and alert them to where we think the problem is.
- Once the scene has been secured, Fire Department resets the fire panel.
- Once Alarm is off, Fire Department alerts House Staff that the house may open, and notify actors of where we will be picking up.

System Failure: Sump pump alarm or trouble alert

- Contact other managers via headset/Radio and prepare to evacuate the house.
- SM announces:
“Ladies and Gentlemen, due to a minor technical problem, we will be holding the show temporarily. Please file out the nearest exit onto the lawn and await instruction from house staff. We will resume the performance as soon as we are able.”
- Call ADT and explain the situation. They will walk you through the procedure to clear the trouble. *(See Production Manager for ADT Account information)*
- Once the Alarm is off, alert House Staff that they may open the house, and notify actors of where we will be picking up.

In Case of Emergency - Ewing Manor

Accident/Injury

- Assess the situation. Call 911 if needed.
 - Alert other managers by headset/Radio.
 - Stage Manager and Duty Manager will decide how to proceed with the performance if possible.
 - SM announces:
“Ladies and Gentlemen, we will be pausing the show for a few minutes due to technical difficulties. We will resume the performance as soon as we are able.”
- OR**
- **“Ladies and Gentlemen, due to unavoidable circumstances, we will be canceling this evening’s performance. Please exit the theatre. Our House Staff will help explain our exchange policy for your tickets.**
 - Contact Company Management if not an emergency but the injured employee needs to seek medical attention.
 - Company Manager takes injured employee to OSF Prompt Care connected to OSF hospital by the Eastland Mall. If it is after hours or an emergency, go to OSF hospital. If there is not time, go to BroMenn Hospital.
 - Contact Production Manager regarding incident. **This is necessary even if no medical attention is needed.** All injuries must be reported.
 - After medical attention is received, injured employee must fill out paperwork with Production Manager.
 - Avoid telling audience there is an injury. Refer to injuries as technical difficulties.

Maintenance Issues

- Document the problem in the performance report.
- Alert Production Manager and he will contact Ewing Cultural Center Supervisor.

First Aid/CPR/AED

Certification

All Supervisors are required to have First Aid/CPR/AED Certification. There should be at least one certified member of the company at every rehearsal/work call. The list of certified supervisors includes: Stage Managers Mainstage and TYA, Technical Director, Scene Shop Foremen CPA and Ewing, Prop Master, Master Electrician, Charge Artist, Costume Director, Wardrobe Supervisor, ATD/Stage Ops Manager, House Manager, Box Office Manager, Operations Manager.

If you are not already First Aid/CPR/AED Certified, the festival will provide a certification session before the first rehearsal/work call.

Automated External Defibrillator (AED)

NOTE: IF YOU SUSPECT SOMEONE IS IN CARDIAC ARREST, CALL 911 IMMEDIATELY.

Once the AED is obtained, turn the power on, attach the appropriate shock pads (adult/children) and then follow the verbal instructions given by the machine.

First Aid/CPR/AED

Locations of First Aid Kits, Eye Wash Stations, Fire Extinguishers, and AED

CPA SCENE SHOP

FIRST AID/EYEWASH/FIRE EXTINGUISHER are located in the Southeast corner to the right of the Supply Room

FIRE EXTINGUISHERS ARE LOCATED 1. on the South side of the entrance to the paint area and
2. on the East wall of the scene shop to the North of the Tool Room

CPA METAL SHOP

FIRE EXTINGUISHER is located on the South wall next to the sink

CPA BOX OFFICE

PORTABLE AED MACHINE is located in the Box Office

EWING BACKSTAGE

FIRST AID is located in the Tool Room

Blood Borne Pathogen Cleanup

- In incidents involving blood or bodily fluids, the appropriate personnel need to be contacted to facilitate safe cleanup.
- Use the response teams only when the amount of bodily fluid is too great for the Festival staff to handle internally.

Building Service Worker Response

- Contact at the following numbers:
 - 438-2032 (8:00am-4:30pm)
 - 438-8631 (4:30pm-8:00am – This is ISUPD: They will contact BSW)

Grounds Response

- Contact at the following numbers:
 - 438-2032 (7:00am-3:00pm)
 - 962-9658 or 824-4782 (3:00pm-7:00am – Larry Milby is the contact person)

Workmen's Compensation Procedure

1. Employee should notify supervisor immediately of the injury.
2. Supervisor contacts the proper authorities.
 - a. In a non-emergency, supervisor notifies the Company Manager, who takes proper action to remedy the injury.
 - b. In an emergency, supervisor calls 911 immediately. Once Emergency technicians have secured the situation, notify Company Manager.
3. Company Manager notifies the Production Manager of the injury.
4. Production Manager meets with employee to fill out and submit appropriate paperwork.
5. If time is lost, employee must go to the Health and Safety office to get permission to reenter workplace.
 - a. Health and Safety Office is located in the Nelson-Smith Building on College Ave., just west of Redbird Arena. Employees should meet with Doug Saxton at HSO.

Directions to Medical Facilities

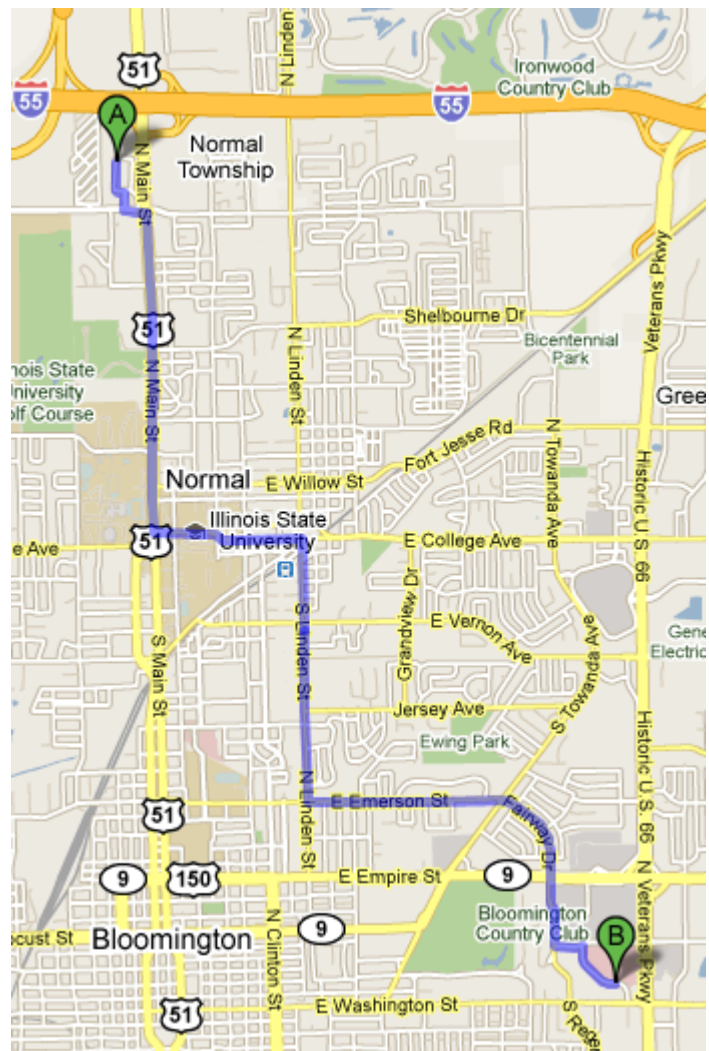
NOTE: OSF St. Joseph Medical Center is the festival's preferred medical facility. However, in case of emergency, please go to the CLOSEST hospital (from College Station and Centennial East, BroMenn Medical Center is closest and from Ewing, OSF Medical Center is closest.)

Directions from College Station to OSF Saint Joseph's Medical Center

A #9 Traders Circle
Normal, IL 61761

1. Head **south** on **Traders Cir** toward **Sugar Creek Blvd**
2. Take the 1st **right** onto **Sugar Creek Blvd**
3. Turn **left** at **Co Rd 1700 N/W Raab Rd**
4. Take the 1st **right** onto **N Main St**
5. Turn **left** at **W College Ave**
6. Turn **right** at **S Linden St**
7. Turn **left** at **E Emerson St**
8. **E Emerson St** turns slightly **right** and becomes **Fairway Dr**
9. Turn **left** at **Eastland Dr**
10. Take the 1st **right** onto **St Joseph Dr**

B Osf Saint Joseph Medical Center,
Bloomington, Illinois 6170



Directions to Medical Facilities

Directions from College Station to BroMenn Medical Center

A Traders Cir
Normal, IL 61761

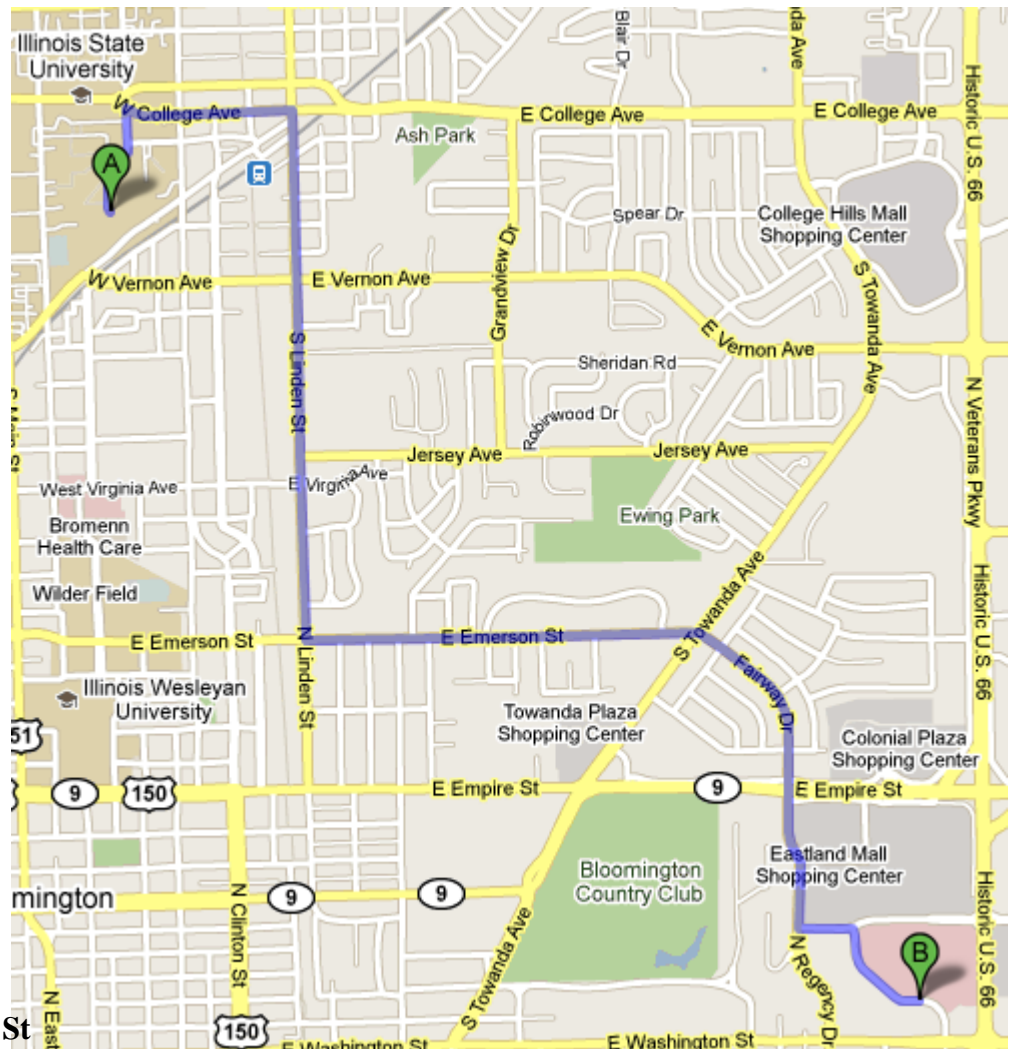
1. Take the 1st **right** onto **Sugar Creek Blvd**
2. Turn **left** at **Co Rd 1700 N/W Raab Rd**
3. Take the 1st **right** onto **N Main St/US-51 BUS S**
Continue to follow US-51 BUS S
4. Turn **left** at **W Emerson St**
5. Turn **left** at **Franklin Ave**

B BroMenn Hospital
Normal, IL 61761



Directions to Medical Facilities

Directions from Centennial East to OSF Saint Joseph's Medical Center



A Centennial East
Normal, IL 61761

1. Head **northwest**
2. Turn **right** toward **S School St**
3. Take the 1st **left** onto **S Linden St**
4. Take the 2nd **right** onto **W College Ave**
5. Turn **right** at **S Linden St**
6. Turn **left** at **E Emerson St**
7. **E Emerson St** turns slightly **right** and becomes **Fairway Dr**
8. Turn **left** at **Eastland Dr**
9. Take the 1st **right** onto **St Joseph Dr**

B Osf Saint Joseph Medical Center,
Bloomington, Illinois 61701

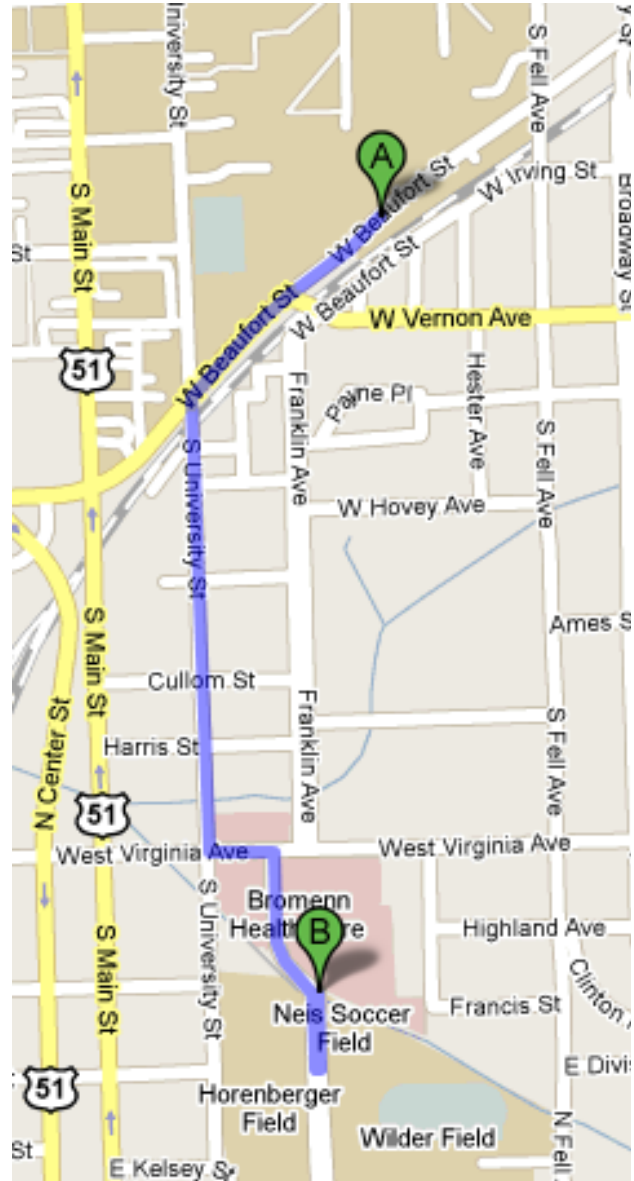
Directions to Medical Facilities

Directions from Centennial East to BroMenn Medical Center

A Centennial East
Normal, IL 61761

1. Head **southwest** on **W Beaufort St** toward **W Vernon Ave**
2. Slight **left** at **S University St**
3. Turn **left** at **W Virginia Ave**
4. Take the 1st **right** onto **Franklin Ave**
5. Make a **U-turn**

B BroMenn Hospital
Normal, IL 61761



Directions to Medical Facilities

Directions from Ewing Manor to OSF Saint Joseph's Medical Center

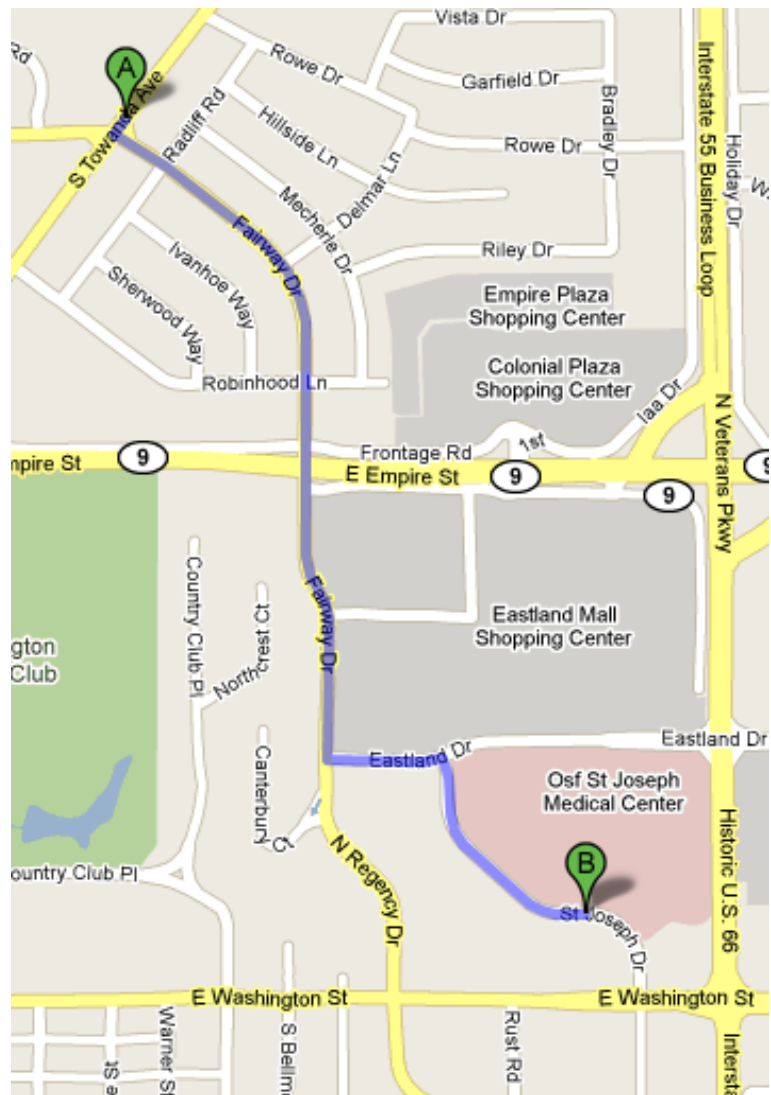


Ewing Manor
S Towanda Ave & E Emerson St
Bloomington, Illinois 61701

1. Head **southwest** on **S Towanda Ave** toward **Fairway Dr**
2. Take the 1st **left** onto **Fairway Dr**
3. Turn **left** at **Eastland Dr**
4. Take the 1st **right** onto **St Joseph Dr**

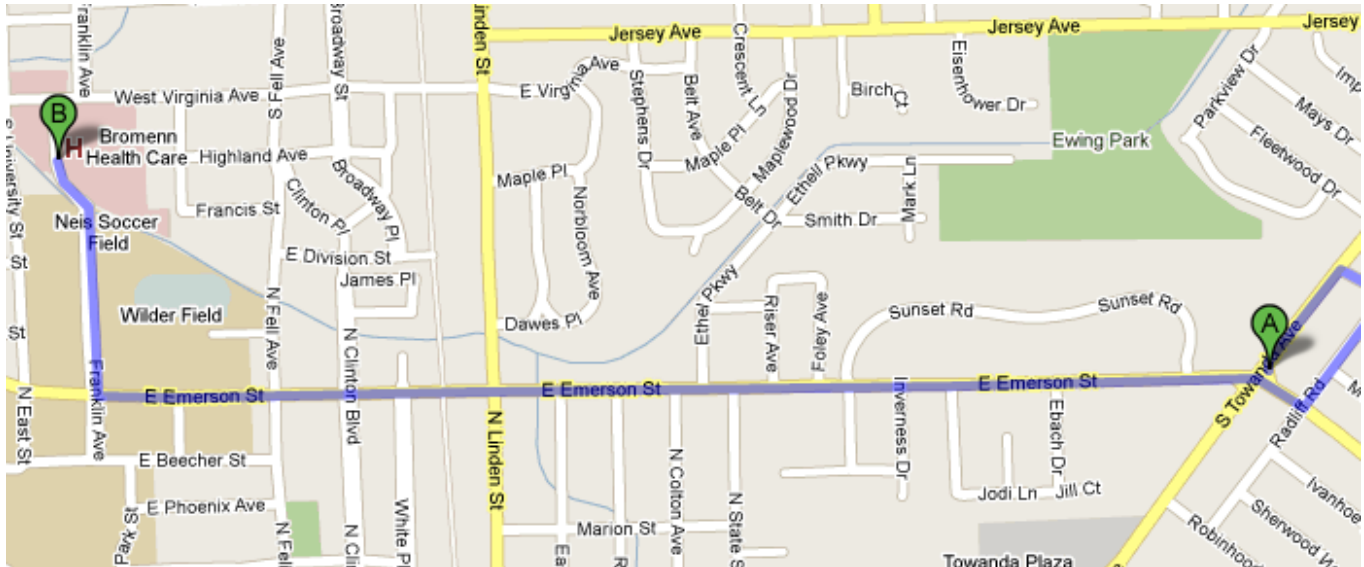


Osf Saint Joseph Medical Center,
Bloomington, Illinois 61701



Directions to Medical Facilities

Directions from Ewing Manor to BroMenn Medical Center



A Ewing Manor
S Towanda Ave & E Emerson St
Bloomington, Illinois 61701

1. Head **north** on **S Towanda Ave** toward **Rowe Dr**
2. Take the 1st **right** onto **Rowe Dr**
3. Take the 1st **right** onto **Radliff Rd**
4. Take the 1st **right** onto **Fairway Dr**
5. **Fairway Dr** turns slightly **left** and becomes **E Emerson St**
6. Turn **right** at **Franklin Ave**
Destination will be on the right

B BroMenn Hospital
Normal, IL 61761

Ewing Procedures

Lock-up Procedure

- ☑ If another supervisor is taking over the space after you leave, tell incoming supervisor what doors are unlocked or locked.
- ☑ At the end of the night, the 4 drains to the theatre must be clear. This may mean that the facing coving the two drains under the stage have to be removed before you leave.
- ☑ Make sure that the trap room fan is on.
 - NOTE: The trap room fan must be on at all times except during performances
- ☑ Lock all doors/voms.
- ☑ Set the security alarm.

Setting/Disarming Alarm

- All doors must be closed and locked.
- There are motion sensors by the alarm, so you must remain still while punching in the code.
- If the alarm is not ready to arm, hit enter and it will tell you what door is unlocked/open.
- If the alarm goes off, building must be evacuated and everything locked down before you call ADT (*See Production Manager for ADT Account information*)

NOTE: The ADT Alarm controls Fire, Security, and Sub Pump.

Chain of Command During Performances

- The Show Stage Manager, Duty Manager, House Manager should be in contact concerning actor/crew and patron safety throughout the duration of the show.
- The Duty Manager will make the call on whether or not to cancel a show and will communicate the decision to Stage Manager and House Manager.

Turning On/Off Courtyard Lights

- Once a performance begins, the ASM should turn the courtyard lights off.
- Just before intermission, courtyard lights should be turned back on.
- When the house is closed, the courtyard lights should again be turned off.
- At the end of the show, courtyard lights should be turned on.

Ewing Procedures

Turning On/Off House Fans

- Before the house opens, the fans should be on at full
- When the actors are called to places, the fans should be set to low
- Just before intermission, the fans should go back to full
- When the actors are called to places, the fans should be set to low
- At the end of the show, the fans should be turned off.

Safety Walk Through

- Stage Ops Manager and Stage Manager will conduct a safety walk through of the set prior to each performance.

OSHA Fall Protection Requirements

A personal fall arrest system/safety harness is required by OSHA whenever the employee is 6 feet above ground and is not protected by a guardrail or safety net, during the assembly or removal of scaffolding with incomplete handrails systems and more than 10 feet above the ground, and when using any aerial equipment that raises the employee higher than 6 feet.

The use of a personal safety harness is also required when working around floor openings and on any roof without handrails when the worker is less than 6 feet from the edge.

The Illinois Shakespeare Festival provides harnesses and harness training for all Scenic/Lighting employees. Any other company member requiring the use of a harness must be trained prior to use. The employee using the harness should inspect the harness for damage prior to each use and then make sure the harness is worn properly.

Harness Rescue Plan

Prior to the use of a harness by any company member, they must discuss a rescue plan with the site supervisor and make sure that rescue devices (ladders, etc) are easily accessible. See the Technical Director with any questions or concerns about the rescue plan.

Ewing Procedures

Parking

If you drive to Ewing, you can find parking at St. John's Lutheran Church. Once parked, proceed to the stop light on the corner of Towanda and Emerson and cross to Ewing Cultural Center.

Under NO circumstances is anyone allowed to park in the driveway behind Ewing theatre. In case of emergency, an ambulance must be able to reach the dock and be able to turn around.



Once performances begin, employees are asked to park in the back half of the St. John's parking lot so that the front spaces are open for the patrons

Festival Lightning Policy

University Lightning Guidelines

Employees should always be cautious and aware of changing weather. Thunderstorms can quickly develop and lightning strikes can occur at any time. Employees should follow the National Weather Service's "30-30 Rule." In the event of a thunderstorm, if the time between seeing lightning and hearing thunder is less than thirty seconds, you are in danger of being struck and should go inside. After the storm is over, wait thirty minutes from the last flash of lightning or boom of thunder before going back outside. **But you should keep in mind that even the "30-30 Rule" cannot protect against the first lightning strike. Employees should always be concerned with their own personal safety and should move to an interior location immediately** when dangerous weather conditions are approaching.

from Grounds Policy and Procedure Manuel

Using the University Lightning Guidelines as a starting point, supervisors are encouraged to use their judgment with regards to safe work conditions.

Job Safety Analysis Training

What is Job Safety Analysis?

Construction work within the school of theatre's scene shop can result in serious injuries to oneself or others around them. Theatre work can especially result in injuries due to unorthodox means of doing things.

A Job Safety Analysis

- Instructs on how to do a particular task with step by step instructions
- Identifies the hazards with each step in the particular task
- Explains how one can prevent injuries associated with each hazard
- Is used for training other staff members and students.
- Meets OSHA training requirements by developing procedure and work rules that are specific for each job or task

Utilizing Job Safety Analysis, establishing rules for working, instructing workers to follow the rules, and supervising enforcement of these rules can reduce the amount of injuries on a job site immensely.

Who needs to be JSA Trained?

All company members who work as part of the Scene Shop, Prop Shop, Paint, or Electrics need to have JSA Training before they can begin working in the shops.

JSA Training Manual

The JSA Training manual is located in the CPA Scene Shop to the right of the tool room. It is available at all times for company members to review tool safety, and required personal protection equipment.

Hot Work Procedure

What is Hot Work Procedure?

Hot Work is an Illinois State University procedure set to establish minimum guidelines to ensure the safety and health of personnel and prevent fires resulting from temporary operations involving hot work. This includes, but is not limited to welding, torch-cutting, soldering, and brazing. This program will require the issuance of a “Hot Work Permit” before beginning hot work. This procedure applies to Illinois State University employees who perform or supervise hot work activities in existing buildings, new construction in existing buildings, and new construction attached to existing buildings. It also applies to new construction, once the building has been “enclosed”.

This procedure does not apply to areas that are specifically designed and equipped for such operations.

Illinois State University

Hot Work Procedure

Illinois State University
Revision Date: January 2010

Illinois State University Hot Work Procedure

1.0 Purpose and Scope

The purpose of this procedure is to establish minimum guidelines to ensure the safety and health of personnel and prevent fires resulting from temporary operations involving hot work. This includes, but is not limited to welding, torch-cutting, soldering, and brazing. This program will require the issuance of a “Hot Work Permit” before beginning hot work. This procedure applies to Illinois State University employees who perform or supervise hot work activities in existing buildings, new construction in existing buildings, and new construction attached to existing buildings. It also applies to new construction, once the building has been “enclosed”.

This procedure does not apply to areas that are specifically designed and equipped for such operations, e.g. welding stations at the craft shops including the Power Plant. Questions regarding applicability of this procedure should be directed to the Office of Environmental Health and Safety.

Contractors must have a hot work procedure that conforms to all OSHA regulatory requirements, including a fire watch while performing hot work on ISU property.

2.0 References

- 2.1 OSHA 29CFR 1910.252: Fire Prevention and Protection
- 2.2 OSHA 1910.252 – Welding, Cutting, and Brazing
- 2.3 OSHA 1926.352 – Fire Prevention
- 2.4 NFPA 51B – Fire Prevention in Use of Cutting and Welding Processes

3.0 Attachments

- 3.1 Attachment 1: Hot Work Permit

4.0 Definitions

- 4.1 Arc welding is a welding process where similar materials are joined with a heating process caused by an electric arc.
- 4.2 Brazing is a process intended to permanently join two or more metals/materials together to form a single assembly by heating them in the presence of a filler metal that begins to melt above 450° C (840° F).
- 4.3 Cutting is to separate metals by using any gas, electric arc or flammable, or combination thereof.

- 4.4 Grinding is to crush, pulverize, or reduce to powder by friction, especially by rubbing between two hard surfaces.
- 4.5 Fire watch A person assigned to watch for fires resulting from hot work.
- 4.6 Hot Work Spark/fire producing activities to include welding, torch cutting, brazing, torch soldering that are not performed within the parameters of a controlled environment, e.g. shop area that is designed / equipped for these types of activities.
- 4.7 Non-fire causing work is work which may interfere with fire protection systems but does not have the potential to start a fire. Some examples include dust generating work (e.g., sanding) or steam generating work.
- 4.8 Non-torch operation is all other hot work operations other than defined Torch Operations.
- 4.9 Soldering is to unite (metallic surfaces or edges) by the intervention of a more fusible metal or metallic alloy applied when melted; to join by means of metallic cement.
- 4.10 Torch operation is a hot work operation where flammable gases are mixed with an oxidizer to create a flame (e.g., oxy-acetylene.)
- 4.11 Welding is a process that joins metals by heating them to a melting point and allowing them to fuse or flow together, sometimes with an intermediate or filler metal having a high melting point.

5.0 Responsibilities

Everyone working with hot work has certain responsibilities. It is very important that every individual is familiar with his/her responsibilities.

5.1 Environmental Health and Safety Office

- 5.1.1 Review and update the Illinois State University Hot Work Procedure to conform to current CFR standards.
- 5.1.2 Monitor compliance with standards set forth in the program by periodic inspections.
- 5.1.3 Assist Supervisors by providing training as set forth in procedure.

5.2 Project Managers

- 5.2.1 Oversee contractor work activities.

5.3 Supervisors

- 5.3.1 Ensure that affected employees comply with requirements established within this procedure.
 - 5.3.2 Approve hot work activities via issuing the Hot Work Permit.
 - 5.3.3 Identify “designated shop areas” where physical fire prevention measures are in place to prevent inadvertent fire, and therefore a hot work permit process is not warranted.
 - 5.3.4 Ensure that personnel are appropriately trained to fulfill their assigned duties during hot work operations.
- 5.4 Employees
- 5.4.1 Complete adherence to the requirements of this program and successful completion of all required training.
 - 5.4.2 All personnel required to conduct hot work will be trained to be a fire watch.
 - 5.4.3 Obtain a hot work permit prior to starting work.
 - 5.4.4 Ensure that all cutting and welding equipment is in satisfactory condition and in good repair.
 - 5.4.5 Ensure that work being performed is within the scope of the permit and that all precautionary measures listed on the permit are in effect.
- 5.5 Fire Watch
- 5.5.1 Inspect the worksite for potential fire hazards and designate precautions to be followed before granting authorization to proceed with hot work.
 - 5.5.2 The fire watch shall have the authority to stop the hot work operations if unsafe conditions develop.
 - 5.5.3 Inspect the area where hot work is planned to take place, ensuring that all necessary precautions have been taken to prevent the possibility of fire.
 - 5.5.4 Observe hot work-in-progress to ensure that all fire protection measures are in place.
 - 5.5.5 Ensure fire extinguishing equipment is at the location where hot work is being performed.
 - 5.5.6 Understand the alarm procedures in the facility in case of an uncontrolled fire.

5.5.7 Inspect the area for 30 minutes after hot work to ensure that no potential for fire exists.

5.5.8 Close out the hot work permit and return it to the supervisor/foreman for filing.

6.0 Training

All departmental personnel are to receive “awareness level” training on the general rules associated with this procedure.

6.1 Awareness training consists of:

6.1.1 The purpose of the Hot Work Procedure.

6.1.2 What activities are considered hot work and when a fire watch is necessary.

6.1.3 General precautions related to fire protection for those engaged in hot work.

6.1.4 Awareness training is required annually along with additional training requirements for those acting as Fire Watches.

6.2 Fire Watch training consists of:

6.2.1 Specific responsibilities as outlined in this procedure.

6.2.2 Training on the use of fire protection equipment.

6.2.3 General precautions on work locations, safe distances, openings, and cracks in surfaces in hot work area.

6.2.4 Hands-on training of fire extinguishing equipment is to be conducted every three years and general fire extinguisher (classroom) training every year.

6.3 Personnel engaged in hot work activities are to be trained on the safe work procedures/practices associated with specific hot work activities, e.g. welding, burning, etc.

6.4 Training documentation is to be maintained by each department for a minimum of 5 years.

7.0 Procedures

7.1 General Requirements

- 7.1.1 A Hot Work Permit (Attachment 1) is required for all hot work as defined in section 4.0. (The supervisor/foreman is responsible for issuing and approving all hot work permits.)
- 7.1.2 A Fire Watch is required in hot work locations where appreciable combustible material is closer than 35 feet to the point of operation.
 - 7.1.2.1 Appreciable combustible material, in building construction or contents, closer than 35 feet to the point of operation.
 - 7.1.2.2 Appreciable combustible are more than 35 feet away but are easily ignited by sparks.
 - 7.1.2.3 Wall or floor opening within a 35-foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
 - 7.1.2.4 Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
- 7.1.3 The permit must have all informational data on the top of the form and the pre-work checklist completed and signed by the attending fire watch prior to commencement of work.
- 7.1.4 The hot work permit must be posted at the location of the work being performed during the entire time hot work is being conducted.
- 7.1.5 The permit may only be issued for a period not to exceed five business days.
- 7.1.6 The person performing the hot work cannot act as a fire watch at the same time.
- 7.1.7 Ventilation systems that might carry sparks to distant combustibles must be protected or shut off.
- 7.1.8 Combustible floors (except wood on concrete) must be kept wet, covered with damp sand, or protected by fire-resistant shields.
- 7.1.9 If hot work is to be performed on a metal wall, partition, ceiling, or roof, precautions must be taken to prevent ignition of combustibles on the other side.
- 7.1.10 Where possible, the work should be moved to a remote location, where there will not be a chance of setting a fire. If the work cannot be moved, combustibles should be taken a safe distance away (at least 35 feet) or the combustibles must be properly shielded from ignition sources.
- 7.1.11 A fully charged and operable fire extinguisher, appropriate for the type of possible fire, must be available at the work area.

- 7.1.12 All personnel (employees, contractors, building occupants) and facilities must be suitably protected against hazards generated by the work.
- 7.1.13 All personnel performing hot work must use the appropriate Personal Protective Equipment.
- 7.1.14 After the hot work is complete, the fire watch must remain at the work site for 30 minutes.
- 7.1.15 After the Fire Watch performs his post-hot work inspection, he/she is to sign the bottom of the form and return it to the responsible supervisor.
- 7.1.16 When hot work is conducted in a confine space, the confine space will be changed to a permit required confined space unless prior approval is given from the Environmental Health and Safety Office.
- 7.1.17 All hot work permits are to be maintained on file in the supervisor's office for a period of one year.

7.2 Hot Work Permit Instruction

A Hot Work Permit is required whenever welding or cutting is performed outside of designated approved areas [Note: Contractors are not required to utilize a Hot Work permit, but some form of written authorization is recommended.]

7.2.1 Part 1

7.2.1.1 The supervisor will complete and retain Part 1 authorizing the hot work.

NOTE: If a hot work permit is required at a job site, the supervisor approval may be provided via radio. The individual performing the hot work must print the supervisors name followed by "*Via Radio*" in the authorization section. (e.g. John Smith/*Via Radio*)

7.2.1.2 The supervisor is to check (✓) all applicable "REQUIRED PRECAUTIONS" on the right side of the permit.

7.2.1.3 Part 2 is given to the person performing the hot work.

7.2.2 Part 2

7.2.2.1 The employee performing the work will inspect the work area and determine if a fire watch is necessary.

NOTE: A Fire Watch is required in hot work locations where appreciable combustible material is closer than 35 feet to the point of operation.

7.2.2.2 If a fire watch is deemed **not** necessary, the individual performing the work will fill out Part 2 of the Hot Work Permit and print “N/A” over the “FIRE WATCH/HOT WORK AREA MONITORING” section, followed by his/her initials.

7.2.2.3 Once work is completed, the Hot Work Permit is returned to the supervisor.

7.2.2.4 If a fire watch **is** necessary, the supervisor must be notified and a fire watch assigned to the work area.

7.2.2.5 The fire watch will fill out the REQUIRED PRECAUTIONS CHECKLIST and sign the FIRE WATCH SIGNOFF section.

7.2.2.6 Thirty minutes after the hot work is completed, the fire watch will conduct a final check of the area and sign the FINAL CHECK-UP section.

7.2.2.7 After the Hot Work Permit is completed, it is to be returned to the supervisor for filing.

ATTACHMENT 1

ISU HOT WORK PERMIT

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?

This **Hot Work Permit** is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing; and Welding.

Part 1

INSTRUCTIONS

- Supervisor:
 - Complete and retain Part 1.
 - Issue Part 2 to person doing job.

DATE	JOB NUMBER
------	------------

LOCATION/BUILDING AND FLOOR

NATURE OF JOB

NAME OF PERSON DOING HOT WORK
I authorize hot work to be conducted pending the completion of Precautions checklist.

SIGNED (Operations Supervisor)			
PERMIT EXPIRES	DATE	TIME	AM PM

NOTE: EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.

REQUIRED PRECAUTIONS CHECKLIST

- Available sprinklers, hose streams and extinguishers are in service/operable.
- Hot Work equipment in good repair.
- If fire protection system is to be temporarily disabled, Electrical department has been notified.

Requirements within 35 ft (11 m) of work

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floor swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets as necessary.
- Remove other combustibles where possible. Otherwise protect with fire-resistive sheets.
- All wall and floor openings covered.
- Protect or shut down ducts and conveyors that might carry sparks to distant combustibles.

Work on walls, ceiling or roofs

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls, ceilings or roofs are moved away.

Work on enclosed equipment

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapors.
- Pressurized vessels, piping, and equipment removed from service, isolated and vented.

Fire watch/Hot Work area monitoring

- Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.
- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch may be required in adjoining areas, above and below.
- If Fire Protection System was temporarily disabled, Electrical department is to be notified to enable service.

Other Precautions Taken:

ILLINOIS STATE
UNIVERSITY



ISU

HOT WORK IN PROGRESS WATCH FOR FIRE!

Part 2

INSTRUCTIONS

1. Person doing Hot Work: Indicate time started and post permit at Hot Work location. After Hot Work, indicate time completed and leave permit posted for Fire Watch.
2. Fire Watch: Prior to leaving area, do final inspection, and return form to Supervisor.

DATE	JOB NUMBER
------	------------

LOCATION/BUILDING AND FLOOR _____

NATURE OF JOB _____

NAME OF PERSON DOING HOT WORK _____

I authorize hot work to be conducted pending the completion of Part 2 checklist.

SIGNED (Operations Supervisor) _____

PERMIT EXPIRES	DATE	TIME	AM PM
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TIME STARTED	TIME FINISHED
AM PM	AM PM

FIRE WATCH SIGNOFF:

Work area and all adjacent areas to which sparks and heat might have spread were inspected and were found fire safe.

Signed: _____

FINAL CHECK UP:

Work area was monitored for 30 minutes following Hot Work and found fire safe.

Signed: _____

ILLINOIS STATE
UNIVERSITY



REQUIRED PRECAUTIONS CHECKLIST

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- Hot Work equipment in good repair.
- If fire protection system is to be temporarily disabled, Electrical department has been notified

Requirements within 35 ft (11 m) of work

- Flammable liquids, dust, lint and oily deposits removed.
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- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch may be required in adjoining areas, above and below.
- If Fire Protection System was temporarily disabled, Electrical department is to be notified to enable service.

Other Precautions Taken:

Permit # 1320-0