



Life Safety Policy

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

APPLICATION

This policy applies to any event anticipating a public audience in excess of ten (10) persons or an invited audience in excess of fifty (50) persons within the Clarence Brown Theatre Complex. Classes are specifically included by this policy whenever doing performances for invited or public audiences consisting of anyone not enrolled within the course. Theatre Department faculty and/or staff shall not be considered members of the audience when attending class events.

PURPOSE

This purpose of this policy is to ensure compliance with national, state, local and university regulations and laws for places of assembly and to establish standards for personnel requirements, training, and operations necessary to ensure the safety and comfort of audience members, guests, and the general public at the Clarence Brown Theatre, Lab Theatre, and Carousel Theatre during both standard operations and emergency situations.

POLICY

1.0 PROGRAM RESPONSIBILITIES

- 1.1 The University of Tennessee's Office of Environmental Health and Safety shall be responsible for regular inspection of emergency equipment, annual inspection of facilities for life safety hazards, and review and approval of all emergency procedures to ensure regulatory compliance. The Department shall seek a review of this policy and all associated procedures as part of EHS's annual inspections which shall be scheduled by EHS in accordance with their operations.
- 1.2 The University of Tennessee's Office of Risk Management shall be responsible for review of this policy and all emergency procedures to identify and evaluate potential risks for financial loss and liability exposure for the University. The Department shall seek a review of this policy and all associated procedures once every three years.
- 1.3 The University of Tennessee's Facility Services Department shall be responsible for the maintenance of the facility infrastructure, signage, emergency equipment, and fire alarm and suppression systems as a part of its normal operations. The Department shall report any issues which become apparent in a reasonable and timely manner.
- 1.4 The Building Representative for the facility as assigned by the University of Tennessee and the Department of Theatre shall be the designated Safety Officer for the facility and responsible for interfacing and coordinating between the Department of Theatre and aforementioned for all matters covered by or related to this policy. The Safety Officer shall also be responsible for setting safety training standards and requirements for all personnel in the facility, creation of and amendments to emergency procedures as required, and the purchase and maintenance of personal protective equipment and appropriate first aid supplies as required by the operations of the facility.

2.0 SUPERVISION DURING EVENTS

2.1 PERSONNEL REQUIREMENTS

2.1.1 Manager-on-Duty

2.1.1.1 one (1) Manager-on-Duty shall be required at any time this policy is in effect.

2.1.2 House Managers

2.1.2.1 one (1) House Manager is required for every two-hundred fifty (250) persons in attendance for any one event.

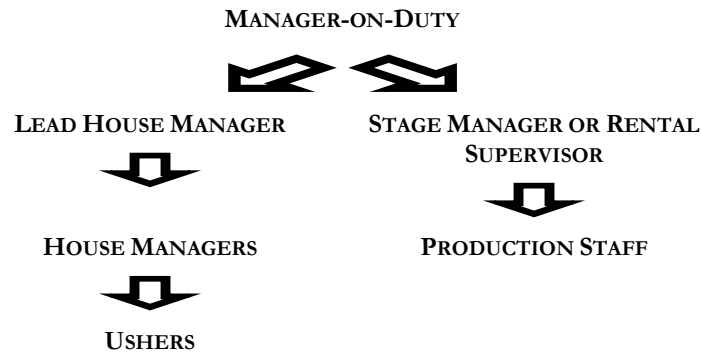
- 2.1.2.2 an additional House Manager is required for any event where the anticipated audience is within fifty (50) persons of requiring such.
- 2.1.2.3 may not supervise more than one facility or event at a time.
- 2.1.2.4 may not have any other duties during the event.
- 2.1.2.5 the Lead House Manager may not have any immediate family in attendance.
- 2.1.3 Ushers
 - 2.1.3.1 one (1) Usher is required for every one-hundred fifty (150) persons in attendance and recommended for every fifty (50) persons.
 - 2.1.3.2 ushers may not have any other duties during an event.

2.2 PERSONNEL QUALIFICATIONS

- 2.2.1 Manager-on-Duty
 - 2.2.1.1 shall be a full-time employee of the University of Tennessee Department of Theatre
 - 2.2.1.2 shall have the authority to cancel an event.
 - 2.2.1.3 shall be trained in emergency procedures (including evacuation) for all facilities within the Department. Verification of such training shall be kept on file and updated yearly.
 - 2.2.1.4 need not be physically present.
 - 2.2.1.5 must be immediately accessible via phone beginning at least two (2) hours prior to the event until at least thirty (30) minutes after the event end-time.
 - 2.2.1.6 shall be encouraged to maintain current certification in Adult and Child CPR, First Aid, and AED usage.
- 2.2.2 House Managers
 - 2.2.2.1 shall be employees of the University of Tennessee Department of Theatre.
 - 2.2.2.2 shall be trained in Emergency Procedures (including evacuation) for each facility in which they work. Verification of such training shall be kept on file and updated yearly.
 - 2.2.2.3 shall be over eighteen (18) years of age for any event where alcohol is not served and over twenty-one (21) years of age for any event where alcohol is served.
 - 2.2.2.4 shall be directly supervised on at least three (3) events while serving as either House Manager or Lead House Manager prior to working in either role independently.
 - 2.2.2.5 shall be encouraged to maintain current certification in Adult and Child CPR, First Aid, and AED usage.
- 2.2.3 Ushers
 - 2.2.3.1 shall be either members of a class for which seeing the production is an assignment or registered volunteers.
[USE VOLUNTEER REGISTRATION-USHER FORM]
 - 2.2.3.2 shall be instructed in Emergency Procedures (including evacuation) prior to each event by the Lead House Manager for the event. Verification of such training shall be submitted as part of the House Report.
 - 2.2.3.3 shall be over sixteen (16) years of age for any event where alcohol is not served and over twenty-one (21) years of age for any event where alcohol is served.

2.3 ORGANIZATIONAL STRUCTURE

2.3.1 The following chart shows the organizational structure for operations during an event.



2.3.2 For all events, a Manager-on-Duty will be determined and his/her name and contact information shall be posted in a conspicuous location in the Box Office for the facility.

2.3.3 The Lead House Manager and Stage Manager/Rental Supervisor shall share primary authority for an event as follows:

TIME	RESPONSIBLE PARTY
Setup	SM/RS
House Opens	HM
Event Starts	SM/RS
Intermission	HM
Event Resumes	SM/RS
Post-Event	HM

Responsibility for the House shall be verbally transferred each time.

2.3.4 In all matters concerning audience safety, the decisions of the Lead House Manager take precedence and shall be supported by the Stage Manager/Rental Supervisor.

3.0 GENERAL LIFE SAFETY

3.1 An announcement indicating the locations of the fire exits shall be made prior to any event with an audience in excess of fifty (50) persons.

3.2 No fire protection or life safety features are to be tampered with or disabled with the sole exception of select smoke detectors for the use of theatrical smoke and haze effects.

[SEE FIRE ALARM PROCEDURE, FIRE ALARM ENUNCIATOR OPERATION]

[USE FIRE ALARM NOTIFICATION MEMO]

3.3 Appropriate personal protective equipment shall be used by all personnel.

3.4 Scenery shall be engineered, constructed, and installed to provide for the safety of all building occupants.

4.0 FIRE PREVENTION

4.1 Open flame shall not be permitted unless all materials including decorations and fabrics within the stage-house are flameproofed.

4.2 Flameproofing methods, procedures, dates, and materials shall be documented and procedures for the maintenance of said flameproofing shall be created, maintained, and logged anytime flameproofing is required.

4.3 Approval of any open flame must be made by the Office of Environmental Health and Safety and may require approval of the State Fire Marshall.

5.0 LIGHTING AND RIGGING

- 5.1 Lighting equipment and/or rigging shall not be affixed to sprinkler piping, electrical conduits, plumbing pipes, or other mechanical infrastructure for the facility.
- 5.2 Lighting equipment and/or rigging over the audience shall not be dismantled while the audience is occupied.
- 5.3 No cables or equipment may run through or across aisles or exitways except when covered by a platform, “yellow jacket” style walkable covering, or equivalent.
- 5.4 All lighting equipment must have a safety wire secured through the yoke or designated connection point on the body of the unit to the supporting structure.
- 5.5 Lighting fixtures which use single envelope pressurized lamps without lenses shall have a safety screen or other covering secured in front of the exposed lamp to prevent superheated debris from spreading uncontrolled should the lamp explode.
- 5.6 All booms shall be mounted on a weighted base of at least 50 lbs. or bolted to the stage deck. Booms over 10’-0” tall shall be additionally secured to the grid or other rated overhead support to prevent tipping.

6.0 SEATING AND CAPACITY

- 6.1 The combined occupancy of the stage and audience may not exceed the Occupancy Load posted in the Lobby [or Box Office where applicable] of each facility.
- 6.2 The occupancy of the audience shall not exceed the combined total number of seats and designated wheelchair locations.
- 6.3 MOVABLE SEATING:
 - 6.3.1 All aisles shall be a minimum of 44” wide. Aisles serving more than one-hundred forty-seven (147) people must be 0.3 inches wider for every ten (10) additional people served.
 - 6.3.2 The total distance from Aisle Accessway (commonly called a Row) to an exit may not exceed seventy-five (75) feet.
 - 6.3.3 Dead-end aisles shall not exceed twenty (20) feet in length from the exit or cross-aisle to the end.
 - 6.3.4 Rows of seats opening onto an aisle at only one end shall have no more than seven (7) seats. Rows of seats opening onto an aisle at both ends shall have no more than fifteen (15) seats.
 - 6.3.5 A row shall have a minimum of twelve (12) inches of clear space between the back of one seat and the front of the next as measured horizontally (parallel to the ground). This measurement shall be from the furthest protrusion of one seat to the furthest protrusion of the next.