



SAFETY INFORMATION SHEET

FIRE SAFETY & FIRE EVACUATION

TO WHAT AND TO WHOM THIS SHEET PERTAINS

Everyone working in performance spaces in the Department of Fine and Performing Arts

RISKS OR CONSEQUENCES

Personal injury, injury to others and damage to equipment and facilities.

BEST PRACTICES, RULES & PROCEDURES

- Know the location of the nearest phone, fire blankets, fire extinguisher, fire alarm pull station, and fire exit at all times.
- Know what type of extinguisher is to be used on each type of fire.
- Smoking and live flame should not be used on stage.
- Smoking is not permitted in any Loyola University building and is not permitted within fifteen feet of any building door.
- Fire extinguishers must be clearly visible and accessible at all times.
- In case of fire pull the alarm on your way out of the building and do not go back in until the fire department or facilities announces an "ALL CLEAR".
- Go to a predetermined location so an accounting can be done to inform the fire department of trapped persons. Do not try to go back in and find someone.
- Each production Stage Management team will discuss fire safety and walk-through the facility at the first rehearsal to cover essential fire safety information.
- Each production Stage Management team will review potential risks and establish a plan for minimizing these risks.
- Each production company will practice, at least once, an evacuation plan during the technical rehearsal process in the event of a fire during performance.
- Fire extinguishers, aisles, stairwells, and approved exit doors will be kept clear of obstruction and checked, by the House Manager, prior to each performance. A printed checklist should be used and kept on file in the Box Office.
- The theaters, rehearsal rooms, and shops spaces should be kept clean of flammable debris at all times.
- Flammable liquids and aerosols will be stored in approved storage cabinets.
- Lighting units and cable should be kept in proper order. Non-UL listed lighting equipment should not be used on stage without approval from Lighting Faculty or Technical Director.
- Stage scenery: All wood surfaces, fabric, and other combustible should be treated with approved flame retardant or painted.
- Stage drapery: All stage draperies should be treated with a flame retardant material or be inherently or permanently flame resistant.

EMERGENCY UNIVERSITY HELP LINES-8-6039 OR 4-4911



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FOR FURTHER STUDY

Please find Loyola University Fire Safety Information @
<http://www.luc.edu/environmentalservices/fire_safety.shtml>