ACCESS:
1. The ASC production spaces and performance venues are laboratory spaces for the Department of Theatre's production program. Only students who are working on the department’s productions or attending classes scheduled in production studios and performance venues may have access to these spaces.
2. Use the scene shop or stage door to enter the facility. Do not enter through the lobby.
3. Do not wander through the building. The scene shop, Sirote and Odess Theatres and back hallway are the only areas where students are permitted.
4. Smoking is not allowed in any area of the ASC.
5. Food and drink are not allowed in the house, control booths or catwalks of the theatres.
6. The technical director, scene shop supervisor, electrics coordinator or a qualified member of the faculty or staff must be present when production work is taking place in the facility.
7. Students are not allowed to use ladders or lifts while working in spaces alone. This includes adders that are permanently installed in the facility.
8. All rehearsals and work calls are “closed”. Visitors and guests are not allowed in the ASC without permission from a member of the Theatre Department faculty or staff.

OVERHEAD WORK AREAS:
1. Sound off that you are working overhead.
2. You may be required to wear a safety harness and lanyard for work in high places. Your supervisor will determine when a safety harness is required but individuals can choose to utilize a harness at any time.
3. Secure all tools and equipment. Safety lines should be attached to wrenches and tools.
4. Empty unsecured objects from your pockets before climbing to the grid or catwalks.
5. Stay inside catwalks and railings.
6. Sound off if you drop something. “Heads” if someone may be below you. “Loud Noise” if no one is near you.
7. Hard hats are required below when overhead work is in progress.
8. Do not leave unsecured tools or materials unattended in overhead work areas.
9. Inform your supervisor if you are uncomfortable working at heights.

COUNTERWEIGHT SYSTEM:
1. The technical director, scene shop supervisor or another qualified member of the faculty or staff must be present when loading or unloading counterweight.
2. When loading or unloading counterweight from the mid-rail or loading gallery, make sure both stage right wing doors are closed and safety lines are up.
3. Do not move counterweight at the mid-rail or loading gallery until the area below is clear. Use a spotter to keep the area clear until counterweight loading or unloading has been completed.
4. Do not operate the counterweight system unless you have been properly trained. When in doubt, ask.
5. Use a “spotter” when moving battens or electrics.

USING THE LIFT:
1. Do not use the lift without someone else present in the area.
2. Do not use the lift without the outriggers in place.
3. The lift can be used only on a flat level surface.
4. Only one person is allowed in the basket. Do not climb, stand or sit on the basket railings.
5. Do not move the lift when the basket is raised.
6. Sound off before moving the lift when the basket is raised and only after being asked to do so.
7. If transporting items between the lift and the ground with a rope, a bucket should be used when possible and the line should be operated from the deck. The line should be cleared into the basket before the basket is lowered.
8. When not in use, the lift should be turned off, plugged in, and in “charge” mode.
9. Students are not allowed to use the lift while working in spaces alone.
SCENE SHOP

FIRST AID:
1. Phones are located in the tech office and next to the time card rack. In case of an emergency call 4-3535 for university police or 911. Your location is the Scene Shop in the Alys Stephens Center
2. The first-aid kit is located on the wall next to the tech office door.
3. Ice is located in the green room.

ATTIRE:
1. Wear clothing that you will not mind getting dirty. Loose-fitting garments are inappropriate when working with power tools.
2. Jewelry has the potential to get caught in running machinery. Dangling necklaces, bracelets or any other items, which may be a safety hazard or impede your productivity in the shop, must be removed.
3. Hair that is shoulder length or longer must be tied back.
4. Enclosed shoes must be worn in the scene shop. Work boots or hiking shoes are best. Sneakers are okay. Sandals, open toed shoes, or cheap canvass “slip-ons” are not permitted.

SCENE SHOP SAFETY POLICIES AND PRACTICES:
1. Never attempt to use a tool before you have been trained in its proper use. Don’t figure it out as you go. Ask for training.
2. You may not work in the scene shop while under the influence of drugs or medication that makes you nervous, drowsy, or in any way impairs your normal mental process. Anyone suspected of being under the influence of alcohol or another substance (legal or illegal) will be dismissed from the scene shop for the remainder of the term.
3. Ask the technical director, scene shop supervisor, or other trained personnel to explain the composition and proper use of all chemicals, solvents, paints or adhesives you may be asked to handle. Material Safety Data (MSD) Sheets are available in the tech office. Work in a well ventilated area and wear proper clothing and protective equipment for the job. Respirators are required when using any material that may emit toxic vapors or fumes.
4. Wear approved welding jackets, gloves and helmets when welding.
5. Safety glasses or goggles must be worn while operating any power tool. In some cases a face shield or dust mask may be required. Wear ear protection when operating or in the vicinity of loud machinery and tools.
6. Do not engage in conversation while running a power tool. Never leave a machine while it is still running.
7. Never force a cutting tool. Let the tool do the work. If you feel that a tool is not performing to its maximum capability (dull blade, mechanical problems) it is your responsibility to report it to the technical director or scene shop supervisor.
8. Do not cut toward yourself with any hand or power tool. Make sure materials are properly clamped down or secured. Keep your body parts out of the way of all blades and/or tools that have the potential to harm you. Use push sticks when necessary. Be sure you know how to use them properly.
9. Some tools have blade guards. Only the technical director or scene shop supervisor may remove blade guards if deemed necessary.
10. Paint and gluing areas must be kept clean. Do not let accidentally spilled glue or paint dry on the worktables or floors. In case of a chemical spill notify the technical director or scene shop supervisor.
11. Thoroughly wash out paintbrushes with water and soap.
12. Students are responsible for keeping the shop areas clean. Tools must be returned to their proper storage place. Worktables and shop floor must be swept and, at times, vacuumed.
13. Improper lifting technique or attempting to lift more than you can physically lift can cause injury. Do not attempt to lift objects that may cause injury and always use proper lifting technique.
**ELECTRICS:**

**FIRST AID:**
1. Phones are located in the tech office and next to the time card rack. In case of an emergency call 4-3535 for university police or 911. You must be able to provide the operator with your location in the Alys Stephens Center.
2. The first-aid kit is located on the wall next to the tech office door in the Scene Shop.
3. Ice is located in the green room.

**ATTIRE:**
1. Wear clothing that you will not mind getting dirty. Long pants are required.
2. Dangling necklaces, bracelets or any other items that may be a safety hazard or impede your productivity must be removed.
3. Hair that is shoulder length or longer must be tied back.
4. Shoes with an enclosed toe must be worn. Work boots or hiking shoes are best. Sneakers are okay. Sandals, open toed shoes, or cheap canvas “slip-ons” are not permitted.

**LIGHTING SAFETY POLICIES AND PRACTICES:**
1. The rigging of lighting equipment is to be done only under staff supervision.
2. Follow all approved overhead work area, counterweight system and lift procedures during a lighting work call.
3. Safety cables are required on all stage lighting fixtures and accessories, including instruments stored in the catwalks.
4. Unplug lighting instruments before changing lamps.
5. Wear gloves when handling hot lighting equipment and changing lamps.
6. Report any damaged equipment to your supervisor.
7. Check all equipment and cords for damage before use.
8. Stage circuits are rated at 20 amps. Do not overload.
9. Coil and store stage cable when not in use.
10. Do not wrap cable around pipes, raceways, railings, etc.
11. Neatly dress cable out of walkways or adequately cover with carpet and tape down. This includes the catwalks.
12. Return cable, equipment and accessories to their proper storage area.
13. The fragile nature of lighting instruments and accessories requires that they be handled with great care to ensure safe, reliable operation.
14. Lighting wrenches must be attached to the user by a tether.
15. Improper lifting technique or attempting to lift more than you can physically lift can cause injury. Do not attempt to lift objects that may cause injury and always use proper lifting technique.
16. You may be required to wear a safety harness and lanyard for work in high places. Your supervisor will determine when a safety harness is required but individuals can choose to utilize a harness at any time.

**AUDIO SAFETY POLICIES AND PRACTICES:**
1. The rigging of audio equipment is to be done only under staff supervision.
2. Follow all approved overhead work area, counterweight system and lift procedures during an audio work call.
3. You may be required to wear a safety harness and lanyard for work in high places. Your supervisor will determine when a safety harness is required but individuals can choose to utilize a harness at any time.
4. Safety cables are required on all hanging audio equipment.
5. Cover all playback devices, mixers, amps, etc. with dust covers when not in use.
6. All cables in working and walking areas are to be properly dressed and taped down.
7. Audio cables and power cables should be segregated.
8. Report any damaged equipment to your supervisor.
9. Return cable, equipment and accessories to the proper storage area.
10. Coil and store all microphone and speaker cable when not in use.
11. The fragile quality of headsets, microphones, and monitors requires that they be handled with great care to ensure safe, reliable operation.
12. Improper lifting technique or attempting to lift more than you can physically lift can cause injury. Do not attempt to lift objects that may cause injury and always use proper lifting technique.
COSTUME STUDIO

FIRST AID:
1. There is a phone on the front desk with a portable handset and another handset in the craft area. In case of an emergency, call 4-3535 for university police or 911. Your location is room #180 in the Alys Stephens Center.
2. The first aid kit is located on the large metal cabinet to the left of the main entrance to the studio.
3. Please inform a staff member if the first aid kit needs to be restocked.

ACCESS:
1. The ASC Costume Studio is a laboratory space for the Department of Theatre’s production program. Access is limited to theatre faculty, staff and students. Our facilities are for production work and classroom learning.
2. The studio is located on the ground floor of the Alys Stephens Center (ASC) with primary access at the double doors (Room 180) and a secondary exit only door at the rear. A costume craft area is located adjacent to the studio. There is a single door to that space from inside the Costume Studio and no secondary exit.
3. The fire extinguisher is located to the immediate left inside the craft area.
4. Backpacks, coats and purses should be stowed to the left of the front entrance. Please make sure that they do not block the front entry area of the shop.
5. Food is allowed in the craft area only. Drinks should be kept well away from work areas and should not be placed on cutting tables at any time. Liquid and grease can cause irreparable damage to costumes or fabric.
6. Practicum or lab students should never be left to work in the costume studio without adequate supervision. Lab hours must be fulfilled during regular shop hours.

ATTIRE AND ETIQUETTE
1. Shoes must be worn at all times.
2. Earphones are not permitted.
3. The Costume Studio is a classroom and work environment. Phones and other mobile devices should be set to silent and are not to be used during class or lab hours. If there is a situation where you need to have your phone at hand (family illness, for example) please let your supervisor know.
4. Please wash your hands after eating or engaging in activities that may dirty your hands (to keep costumes clean).

SAFETY POLICIES AND PRACTICES:
1. Never attempt to use equipment before you have been trained in its proper use. Ask for help when you need it.
2. You may not work in the costume studio while under the influence of drugs or medication that makes you nervous, drowsy, or in any way impairs your normal mental process. Anyone suspected of being under the influence of alcohol or another substance (legal or illegal) will be dismissed from the costume studio for the remainder of the term.
3. Ask the costume director, costume shop manager or other trained personnel to explain the composition and proper use of all chemicals, solvents, paints, dyes or adhesives you may be asked to handle. Material Safety Data (MSD) Sheets are available at the front desk. Work in a well-ventilated area and wear proper clothing and protective equipment for the job. Respirators are required when using any material that may emit toxic vapors or fumes. If you are concerned about using a specific product for any reason, let your supervisor know immediately.
3. Understand the proper procedures for turning the irons on and off. Use caution when replacing the iron back on the ironing table. Make sure it is on the heat-resistant base and that the power cord and water hose are clear of the base of the iron. Take care to not drop irons!
4. Handle tools respectfully, responsibly, and safely. For your health and others, refrain from putting pins needles or other frequently handled objects in your mouth. If you cut yourself, inform a supervisor immediately.
5. Ask for assistance when lifting large, heavy objects, particularly those located above shoulder height.
6. Never go up a ladder without another person present.
7. If you have a fever or have been diagnosed with a contagious disease, please do not come to work. The studio staff will work with you to reschedule your hours.
8. The costume studio must be kept clean. All tools must be returned to their storage spaces, work spaces picked up and the floors swept at the end of each day. Costumes in progress should be stored in drawers or in the appropriate space on the costume rack assigned to each show.
9. Clean up all messes immediately. If working with paintbrushes, clean and dry immediately after use.
10. Be conscious and respectful of individual work spaces. Do not disturb someone when they are running a piece of equipment or in the fitting room.

**PROPERTIES STUDIO**

**ACCESS:**
1. The Properties Studio is located at 1111 5th Ave South (beige building in the remote parking lot)
   Shop Phone: 934-3591
   Shop Hours: 9am-5pm, M-F. Lunch break: 12-1. Wednesday: In meetings 12-2
2. The building may be accessed by the side door in the parking lot, or by the front door on 5th avenue. If the door is locked, call the shop phone.
3. The Properties Studio is a dynamic and creative laboratory and studio space for the Department of Theater’s production program. Only work related to Theatre UAB productions or Properties Studio rentals is permitted in the studio. Only students working on Theatre UAB productions are permitted in this space.
4. Students are allowed in the studio during regular studio hours and when the Properties Supervisor or another qualified faculty or staff member is present.

**ATTIRE:**
1. Only wear clothing that you do not mind getting dirty. You will be asked to work with products that may ruin clothing.
2. Dangling jewelry must be removed, and long hair tied back, as both could become caught in power tools.
3. Only close-toed, sturdy shoes may be worn in the studio. Open toed shoes, sandals, or slip on shoes are not allowed. Sneakers are good, boots are better.

**SAFETY POLICIES AND PRACTICES:**
1. **Always** ask for help if you are unsure about any procedure.
2. **Never** attempt to use a power tool without first receiving proper instruction in its use.
3. Wear eye and hearing protection whenever using a power tool, or near someone who is using a power tool. These will be provided for you.
4. Always give a power tool your complete attention. Do not engage in conversation while using a tool, or distract someone who is using one.
5. Never leave a power tool while it is running. Always wait for it to come to a complete stop before walking away.
6. Do not remove safety guards from tools unless instructed to do so by a supervisor.
7. Do not work in the prop studio under the influence of drugs or alcohol. This includes any medicine that can make you drowsy.
8. When using any chemical, paint, solvent, or adhesive, wear appropriate clothing and safety gear and work in a well ventilated area.
9. Wear appropriate gloves, jacket, and helmet when welding.
10. Clean up all messes immediately, including paint and glue spills, as well as sawdust and cutoff materials.
11. The shop must be kept clean. All tools must be returned to storage spaces and the floors swept at the end of each day.
12. Improper lifting technique or attempting to lift more than you can physically lift can cause injury. Do not attempt to lift objects that may cause injury and always use proper lifting technique.
TO REPORT A SAFETY HAZARD TO UAB OCCUPATIONAL HEALTH AND SAFETY:
Safety at UAB is everyone’s responsibility not just OH&S. We depend on you to help us identify opportunities to improve the UAB work environment. Help us keep UAB a safe and healthy place to work by reporting all safety hazards you may see around campus.
Call (205) 934-2487 to report a safety hazard.

All information will be kept confidential. We ask that you identify yourself in case we have follow-up questions and so we can let you know when the problem has been addressed. Thanks for your help.

Additional information related to safety on the UAB campus can be found at the UAB Occupational Health & Safety web site -
http://www.healthsafe.uab.edu/default.html

ADDENDUMS

PYROTECHNICS, LIVE FLAME, SMOKING AND PARTICULATES:

PYROTECHNICS AND LIVE FLAME:
The use of pyrotechnics and live flame are only allowed in productions in the ASC with permission from the Birmingham Fire Marshall. The application process must begin eight weeks before the production begins rehearsing. While there is not an application fee, the Fire Marshall or the Fire Marshall’s representative must be hired to attend all rehearsals and performances while pyrotechnics and live flame is used. Additionally, a licensed pyrotechnics technician must be contracted to create and execute all pyrotechnic effects.

SMOKING:
The Alys Stephens Center is a smoke free environment. Smoking will only be allowed in productions if smoking is an essential element of the play. Directors are asked to carefully consider the need for smoking and give due diligence to minimizing the amount of smoking when it is essential. Smoking in productions is strongly discouraged, especially in the Odess Theatre.

PARTICULATES:
Air handlers in the ASC are equipped with particulate sensors. A high concentration of particulates in the air will trigger the fire alarms in the building. Therefore, the use of particulates in a production will require a test of the effect under performance conditions in order to determine whether or not alarms must be silenced while particulates are used. During testing, the concentration of particulates in the air should be at least twice what will be used during the performance. If the particulate sensors trip the fire alarms during the test, an employee from UAB plant operations must be on site (at the department’s expense) to silence the alarms and monitor the fire alarm system during tech rehearsals and performances.
GENERAL FIRST AID TIPS:

HEART ATTACK:
Nearly every 20 seconds, an American suffers a heart attack. According to the American Heart Association, symptoms include lasting pressure or pain in the center of the chest; pain spreading to the shoulders, neck or arms; and chest discomfort with fainting, sweating, nausea or shortness of breath. If you suspect someone is having a heart attack, you should:
- Call 911, or get to the nearest hospital with 24-hour emergency cardiac care.
- Give CPR if necessary, and if you are trained.
- Help the victim to the least painful position; usually sitting with knees bent.

BLEEDING:
- Direct pressure stops most bleeding. Press firmly on the wound with a gauze pad or clean cloth.
- While pressing, raise the wound above the heart level.
- Don't remove blood-soaked dressings. Put another dressing on top.
- To protect yourself from blood borne disease, wear disposable latex gloves. Or use several layers of gauze pads of cloth, plastic wrap or bag.

AMPUTATIONS:
- Stop bleeding.
- Find the amputated part.
- Rinse it with clean water to remove any debris.
- Don't scrub it.
- Wrap it in dry, sterile gauze or a clean cloth. Put the part in a plastic bag or waterproof container.
- Place it on a bed of ice, but do not bury it.

POISONINGS:
- Call your local poison control center for information of how to handle a poisoning. Use ipecac syrup only if the poison control center tells you to. It is a good idea to keep activated charcoal on hand, which is the single most effective agent for most poisons.

ANIMAL BITES:
- Wash the wound with soap and water under pressure from a faucet.
- Don't scrub - this bruises tissue.
- Cover the wound with a sterile dressing, but don't use tape or butterfly bandages, they can trap harmful bacteria in the wound.
- Rabies may be a concern. If the animal can't be found, the victim may need a series of rabies shots. Also the shots may be needed if the animal was a high risk species (i.e. skunk, bat, raccoon) or if the animal attack was unprovoked.

ALLERGIC REACTIONS:
- Insect Stings, foods or drugs can cause serious allergic reactions. If untreated, these reactions can cause death in a little as 5 to 30 minutes.
- Seek medical attention immediately.
- Keep a conscious victim sitting up to help breathing. Place and unconscious, breathing victim on their side.
- If the victim has a doctor prescribed epinephrine kit, help them to use it.
FIRE PROCEDURE:

If you detect FIRE or SMOKE, do this at once:

1. STAY CALM and use common sense
2. Close the door to CONFINE the fire and smoke
3. ACTIVATE THE FIRE ALARM – a small red box located on the wall near each exit. Follow the instructions on the alarm.
4. REPORT THE FIRE. Call UAB Police at 911 or use HELP PHONE, identify yourself and tell the dispatcher the exact location of the fire or smoke and what is burning.
5. EVACUATE. Evacuation of faculty, staff, students and visitors will be carried out in a timely and orderly manner and will occur as follows:

   a. All building occupants should proceed to the nearest exit, move away from the building and assemble in a location predetermined by your instructor. This will provide a quick and easy way to account for all personnel. It is also important that the fire department has clear and unobstructed access to the building.
   b. Do not return to the building unless told to do so by the fire department, police or the Safety Officer.

Provisions for individuals with disabilities: The landings inside or adjacent to stairwells and protected elevator lobbies are considered areas of refuge for individuals with disabilities. It is routine procedure for emergency personnel to check these areas for individuals with disabilities and/or injured persons. In the event the building must be evacuated, individuals with disabilities located above or below the ground floor should proceed to their designated area of refuge and remain until emergency personnel arrive. Any required assistance for individuals accessing the area of refuge should be coordinated in advance by their departments. The Floor Captain or designee must immediately report the location of disabled or injured individuals to emergency personnel.

How To Use a Fire Extinguisher

P.A.S.S - Pull Aim Squeeze Sweep
Place the extinguisher on the floor. Hold it by the tank (pressure on the handle could pinch the pin). Pull the pin straight out.

1. Start 10 feet back from the fire. Aim at the base of the fire.
2. Squeeze the lever on the fire extinguisher.
3. Sweep from side to side, moving in slowly until the fire is out.
FLY SYSTEM LOADING/UNLOADING PROCEDURES:

1. Announce in the scene shop and on stage that you are loading weights. Close side doors on either side of the fly rail.

2. Address the line set

3. Announce your intentions- “Pipe #__ coming in.”
   - WAIT FOR RESPONSE.
   - BE AWARE OF THE FOLLOWING “RUNAWAY” PROCEDURES:
     Release hand holding the purchase line and attempt to place the break in the “up” position. Call out “RUNAWAY!” Never attempt to stop a runaway line with your bare hands.

4. Carefully release retaining ring and hand break. Fly in batten. Use a “spotter” when possible. Be aware of the battens’ location during travel. Once batten is at the deck, return hand brake to upright position and place ring over the brake handle.

5. Dust the pipe. Remove old tape. Check rigging.

6. Attach load to batten. Follow established rigging procedures and techniques. Always keep the following guidelines in mind:
   - Never strip pipe weight from arbor.
   - Always keep two hands on the weights.
   - Load heavier weights first.
   - Use spreader plates every 24”. Never load weights on top of a stack of spreader plates.
   - Never leave a pipe out of balance.
   - Never place more weight on the pipe than an operator can safely control.

7. Estimate load and communicate with loaders:

   Operator:  “Load ____ lbs. on line ____”
   Loader:  “____ lbs. on line ____” (confirmation)
   Operator:  “Thank You”
   Loader:  “Clear the rail.”

   At this point everyone moves back at least 20’ from the load rail. Crew members on the gallery fly rail retreat to the catwalks. When both areas are clear, the Operator announces to the loaders:

   Operator:  “We are clear.”
   Loaders:  “Loading.”
   Operator:  “Thank You.”

8. Load carriage as per procedure. Upon completion of the load:

   Loaders:  “Loading complete,”
   Operator:  “Thank You.”

9. Operator checks balance. The set is correctly balanced when there is no movement of the batten at a 25’ trim. AGAIN, BE AWARE OF “RUNAWAY” PROCEDURES. If needed, modify load following the above steps.

10. Fly batten out. Mark trims if required.
STAGE COMBAT SAFETY POLICIES AND PRACTICES

GENERAL:
Students who have not taken Stage Combat should not be cast in roles that require a considerable amount of stage combat.

“PLAYS” NOT “FILM”
Directors are asked to remember that the live stage cannot possibly do the things commonly and easily done in film. Keep the concepts to producing for the theatre, not the cinema.

The human body can only take so much pounding and rubbing against materials like stage floors and wood. Either use pads in the costumes, or on the stage, or don't ask for the effect. Even young bodies are still just flesh and blood.

REHEARSAL:
1. Each minute of stage fight time receives ten hours of rehearsal with the Fight Director. For example, if the running time of the fight or fights is two minutes, the combatants will be given 20 hours to rehearse with the Fight Director.
2. This time requirement might be satisfied with a longer rehearsal period in number of weeks, days, hours, or at irregular times. A good way of working is conducting a secondary rehearsal while the director is working the main rehearsal.
3. Fights should be choreographed within the first two weeks of rehearsal. This is especially important if any of the combatants have not had the stage combat courses.
4. Before every performance, dress rehearsal, and run-through (one or all acts), the combatants must be given enough time to run the fights twice in their entirety. This time must also include a proper warm-up and stretching time.
5. The rehearsal space should be ready to go for the warm-up/stretch-out phase of rehearsal. The floor needs to be clean and free of debris. The props and weapons set and the set pieces in place.

CHOREOGRAPHY:
1. Only a qualified Fight Choreographer may create the fights. Students deemed to have talent in this area would be permitted to do the choreography under the direct supervision of a qualified Fight Choreographer. The Fight Choreographer is Ron Hubbard or a guest artist brought in from outside UAB.
2. Only the qualified Fight Choreographer can make changes to the choreography. If the choreographer is a student, changes to the choreography can only be made in the presence of Ron Hubbard or a guest artist fight choreographer.
3. Fight Captains cannot change choreography. Students cannot change choreography. Directors or faculty cannot change the fight choreography. The risk is too great.
4. Changes in choreography will require more time for rehearsal. The amount of time required to rehearse a change will be determined by the Fight Director. If that time is not available, the change cannot be made.

STAGING AND DESIGN:
1. Set pieces that effect choreography should be given priority on the build schedule.
2. All fighting surfaces must be non-slippery.
3. The combatants should have the appropriate footwear from the beginning of the choreography phase. This means footwear that is non-skid and is similar to what will eventually be worn.
4. The rehearsal costumes should approximate the final costumes and be available from the beginning of the choreography phase.
5. Two weeks before the show opens is the deadline for changes in any designs that will effect the fight choreography.
6. Lights cannot be in the combatant's eyes. They definitely cannot be in the wings.
GUN SAFETY FOR THEATRE UAB PRODUCTIONS:

1. All actors and stage managers must be trained by an approved weapons expert before handling guns.
2. Actors who’s characters use the guns onstage and stage managers will be the only individuals who handle guns for productions.
3. No one will be coaxed, coerced or otherwise forced to handle a gun. If a role requires the actor to fire and/or handle a gun, actors being considered for that role should be polled regarding their comfort level with guns prior to casting.
4. Maintain a distance of at least 20 feet between the muzzle of a gun and any object or person being fired upon. Never point it directly at anyone at any time. To give the illusion of pointing the weapon at an actor, aim upstage of the other actor. Assume that anything the gun is pointed at will be destroyed when it is discharged.
5. Do not place your finger on the trigger until you’re ready to shoot.
6. Always treat a prop gun as though it were a loaded gun. Assume that it is loaded, white-hot, and ready to kill. Remember, blanks are very dangerous - they can and have killed.
7. Never "dry-fire" a gun (pulling the trigger when there is no blank in the chamber).
8. Guns should never leave the theatre unless they are being transported between the Props Studio and the theatre by the Properties Master. Displaying a replica outside of a theatre is a felony in most states. Any use outside of a theatre (including film-work) requires prior notification and consent of local law enforcement.
9. Live rounds of ammunition should never be brought into the theatre.
10. Guns will not be "preset" for a rehearsal or performance and a gun is not part of your costume. It should be picked up from the stage manager or assistant stage manager just before your entrance, and returned immediately after your exit.
11. If the gun will be discharged onstage with a “blank” load, it should be loaded by the stage manager minutes before it is needed onstage. The gun should not be cocked backstage. If a loaded gun is to be preset onstage, it should be loaded and set as late as possible and never cocked before it is preset. A stage manager must monitor the gun at all times while it is in a preset location onstage.
12. Wait 15 seconds after a misfire before ejecting or clearing the unfired blank from the firearm. Keep the gun pointed in a safe direction during this waiting period as well as when clearing the unfired blank and loading a fresh one.
13. The stage manager should only use the blanks provided by the properties master. Stage managers are not allowed to make independent decision regarding blank loads. This action can be extremely dangerous.
14. Perform a "chamber-check" with every hand-off. The person handing the gun to the actor opens the gun to show that there is no blank in the chamber or magazine, or some other proof that the gun is harmless. When the actor returns the gun, the chamber check is repeated. All fired and unfired blanks should be removed immediately after use.
15. A gun should be cleaned after every show.
16. Handle as if the gun is made of glass – never drop it. Real or replica, guns are delicate props, and can be damaged easily. If a dropped gun lands on the hammer (even if not cocked), it can go off.
17. When firing guns offstage, the individual who discharges the gun and everyone in the immediate vicinity must wear proper eye and ear protection. If possible, actors who discharge guns onstage should also wear ear protection.
18. If a gun seems to be malfunctioning, bring it to the attention of the stage manager immediately. Never attempt to fire a gun that is not functioning properly.
19. No horseplay. If you are not the actor who handles the gun onstage or a stage manager who has been approved to handle a gun, don’t even think about touching it.
20. The use of a locking device or safety lock is only one aspect of responsible firearm storage. For increased safety, firearms should be stored unloaded and locked in a location that is both separate from their ammunition and inaccessible to children and unauthorized personnel.
BOMB THREAT CHECKLIST:

IF YOU RECEIVE A BOMB THREAT...
1. Be calm, courteous, LISTEN, do not interrupt the caller.
2. Have another person notify UAB Police at 911 while you are on the phone with the caller.
3. Write the exact words said by the caller (use back of this sheet if necessary):

SPEECH VOCAL CHARACTERISTICS
( ) Fast ( ) Slow ( ) Loud ( ) Soft
( ) Distinct ( ) Distorted ( ) High pitch ( ) Deep
( ) Stutter ( ) Nasal ( ) Raspy ( ) Pleasant
( ) Slurred ( ) Lisp ( ) Intoxicated ( ) Other

MANNER BACKGROUND NOISES
( ) Calm ( ) Angry
( ) Street
( ) Children
( ) Rational ( ) Irrational
( ) Quiet
( ) Party
( ) Coherent ( ) Incoherent
( ) Airplanes
( ) Trains
( ) Deliberate ( ) Emotional
( ) Office
( ) Factory
( ) Righteous
( ) Laughing
( ) Animals
( ) Music (type?)

ACCENT LANGUAGE
( ) New England
( ) None Detectable
( ) Good
( ) Excellent
( ) Southern USA
( ) British
( ) Poor
( ) Educated
( ) Ethnic (specify)
( ) Foul
( ) Other

KEEP THE CALLER TALKING: Express difficulty with hearing. Ask the caller the following questions to begin with:
   When will it go off?
   Exact time:
   Time left:
Where is the bomb located?
What kind of bomb is it?
Why are you doing this?

OTHER THINGS TO NOTE
Did the caller seem familiar with the facility? [ ]Yes [ ]No
Did the caller mention any names? (specify)
Did the caller say anything that would make you think he/she is or was a UAB employee or student? [ ]Yes [ ]No
If yes, what?
Name of person receiving call:
Time:
Date:
BIO SPILL CLEAN UP PROCEDURE:

All plans contain four essential elements:
1. Personal protective equipment (PPE)
2. Assessment of the extent and nature of the spill
3. Disinfection and methods of disinfection
4. Disposal

As with any hazardous biological spill care must be taken to avoid aerosolizing the material. In addition, care must also be taken to avoid percutaneous exposures that may be present in the spilled material i.e. needles, broken glass, scalpel blades, etc. To that end the following plan is provided as a template only. You can use information in this template to construct your own biological spill response plan. Remember an emergency response plan is only as good as the ability of the person to understand it therefore it should be concise.

1) Don appropriate PPE for the potential infectious material encountered. This could include gloves, lab coat, face shield, goggles, dust mask, HEPA mask, etc. Think exposure routes and protect yourself accordingly. If the spilled material can be transmitted via the inhalation route then clear the area and warn others of the spill. Wait a period of time and then enter the area. This will allow most of the aerosol to settle or be captured by the building exhaust. Keep in mind that the fact that there was a spill means that aerosolization has taken place.

2) Assess the spill! Is it a large spill or a small spill? A large spill is generally defined as sufficient quantity that if spilled tends to seek its own level. In other words it runs to a low point. The main concept that would cause one to treat the large spill differently is with containment in mind. One would want to make sure the spill did not spread and contaminate other areas.

3) Cover the spilled material with absorbent towels and carefully pour a suitable disinfectant on the area. When pouring the disinfectant start at the edge and spiral in toward the center of the spill. When selecting a disinfectant for the kinds of material used in the lab one should make sure the label indicates that it is tuberculocidal. This designation indicates that the disinfectant has received an EPA approval and can be used on a myriad of agents. However, the testing that is conducted for disinfectants does not take into account soil load and therefore one must take that into account when using the disinfectant on the spill. Remember two factors are associated with proper disinfection: concentration of the disinfectant and contact time. Follow the manufacturer's directions for mixing disinfectants.

4) After the area has been thoroughly disinfected carefully place all the materials in the proper medical waste container. Any contaminated glass should never be handled with hands (even gloved hands)? Use only tongs, dust pan and broom, hemostats, etc. and carefully place the broken glass in an approved sharps container. The rest of the spill clean up can then be placed in red bags for proper disposal as you normally would any other medical waste. Then place all disposable PPE in the medical waste container and complete the spill clean up by carefully washing hands with soap and water. Report incident to lab manager or PI as soon as possible and if warranted to OH&S as directed by lab manager or PI.
LARGE CHEMICAL SPILL CLEANUP PROCEDURE (500ML OR MORE):

1. Don appropriate Personal Protective Equipment (PPE). This information can be found by consulting the Material Safety Data Sheet (MSDS) for the chemical.
2. Contain the spill
3. If possible, warn others in the immediate area
4. Restrict access to the area
5. Evacuate the area.
6. Contact Chemical Safety at 4-2487 immediately and provide your name, extension, location of spill, quantity and name or chemical spilled. Chemical Safety will contact the Emergency Spill Response Team. They are specially trained to handle hazardous chemical spills.
7. Decontaminate personnel in deluge showers and flush eyes with eyewashes, that may have been splashed with the chemical and get prompt medical attention for anyone injured.

NOTE: CONTACT WITH CORROSIVE CHEMICALS REQUIRES IMMEDIATE ATTENTION

An Accident/Injury Reporting Form should be completed and a copy forwarded to the Department of Occupational Health and Safety

SMALL CHEMICAL SPILL CLEANUP PROCEDURE (LESS THAN 500ML):

1. Don appropriate Personal Protective Equipment (PPE) – Consult the Material Safety Data Sheet (MSDS) for any special precautions and equipment needed for the cleanup.
2. Locate Basic Chemical Kit
3. Use materials provided in spill kit to absorb liquid spills. This can be paper towels, spill pillows, or vermiculite. Absorbent materials can then be disposed of as chemical waste.
4. If the hazardous chemical is in powder form, carefully sweep into a dust pan. Avoid vigorous sweeping or other actions which might generate respirable dust. Contaminated cleanup materials can then be disposed of as chemical waste.

CHEMICAL RECYCLING PROGRAM (CRP):

Many chemicals that are treated as chemical waste are actually surplus chemicals that are reusable. If you have excess chemicals it is recommended that unopened or unwanted chemicals be transferred to surrounding laboratories where they may be used. If you are in immediate need of a specific chemical you can call 4-3797 and ask if we have any available. If we do, you will have to arrange transport of the material to your lab.

Minimizing waste is extremely important.
Some common chemicals that are desirable to other labs include:
1. Organic solvents (Acetone, Hexane’s, Methanol)
2. Salts (Barium Sulfate, Sodium Chloride, etc.)
3. Cleaning Solutions (Alconox, Sparkleen, etc.)
4. Liquid scintillation fluid (unused & non-radioactive)

*SPECIAL NOTE - Transfer of chemical materials does NOT include transfer of radioactive materials. Call Radiation Safety for assistance for rad transfers.

At UAB we have developed two main recycling programs. We clean and redistill Ethyl Alcohol to a 90-95% purity. We also clean and redistill Xylene to a 95% purity. This material is picked up in bulk by HMF employees in hospital and campus laboratories and delivered in bulk to laboratories throughout UAB. There is a charge for this service (approximately half price of new materials).

If you would like to take advantage of this service please call 205.934.3797.
HAZARDOUS MATERIALS SPILL PROCEDURES FOR THE UNIVERSITY OF ALABAMA AT BIRMINGHAM:

In the event of an accidental release of hazardous materials, please follow the information provided to assist us with our response.

Required Information, Reporting, and Procedures

IDENTIFICATION AND CONTACT INFORMATION:

1. Biological (Hospital Areas) Call floor nurse or Environmental Services @ 4-4288 Or Hospital Safety @ 4-1246 (Campus Areas) or Call responsible investigator or BioSafety @ 4-2487.

2. Chemical (All Areas) During work hours (8-5 Mon. – Fri.) call Chemical Safety at 4-2487 or Hazardous Materials Facility @ 4-3797. After hours call UAB Paging @ 4-3411 Pager # 5194.

3. Radiological (All Areas) During work hours (8-5 Mon. – Fri.) call Radiation Safety at 4-2487 or Hazardous Materials Facility @ 4-3797. After hours call UAB Paging @ 4-3411 Pager # 4373 (Bill Bass) or Pager # 5591 (Brad Brinkley).

QUESTIONS TO BE ANSWERED:

a. Your name?

b. Your phone number?
c. Your location?
d. Where is spill located?
e. What is the name or specific nature of the spill? (Toluene, 32P aqueous buffer, etc.)
f. If radioactive, how much activity in millicuries?
g. Estimated volume?
h. Time occurred?
i. Anyone hurt or contaminated?
j. Has area been evacuated?
k. Can you isolate the spill area?

IMMEDIATE PROCEDURES:

1. Leave the area immediately if spill is not readily controlled or if potentially dangerous.
2. Notify others in surrounding areas.
3. Isolate spill by closing doors or barricading.
4. Place appropriate absorbent material around spill to prevent spread.
5. Do not attempt to dilute or treat chemically unless advised to do so by OH&S
6. If someone is injured, notify UAB Emergency Room @ 4-5105 as soon as possible.
7. Stay close to scene until you see UAB Response Personnel

Many things can go wrong during a spill. If you stay calm, use common sense, report the answers to the previous questions, and take the necessary defensive procedures we can reduce the effects of hazardous material spills.
INCIDENT AND INJURY REPORTING:

EMPLOYEES INJURED ON-THE-JOB:
On-The-Job Injury / Illness Program The Worker's Compensation Act of the State of Alabama does not apply to UAB. UAB provides, and pays for, the UAB On-the-Job Injury/Illness (OJI) Program to cover an employee's medical expenses and lost wages incurred as a result of an on-the-job injury or illness. Expenses and wages are compensable under the On-The-Job Injury/Illness Program only if the injury/illness is sustained in the course of, and arises out of, employment at UAB.

The primary function of this division of Human Resource Management is to coordinate the OJI program and work closely with the Third Party Administrator, Brentwood Services Administrators Inc., who administers the benefits on behalf of UAB. This office will be responsible for processing of the time sheet for any employee who is receiving lost wages benefits under this program. A copy of the OJI Injury/Illness policy may be found by accessing www.hrm.uab.edu and referring to the You and UAB handbook section 3.2. You may use the forms below, or visit HRM's Instructions and Forms for OJI.

OJI Incident Report* Instructions for Departments / Supervisors* Initial Medical Evaluation Authorization* How To Apply For OJI Benefits* OJI Benefits Application* Release of Information* OJI Time Sheets*

BODILY INJURY TO UAB STUDENTS AND VISITORS:
Reporting procedures for incidents occurring at UAB involving UAB students and visitors only. (For employee incident reporting procedures, visit http://www.hrm.uab.edu/main/index.html)
1. It is the intent of UAB to provide a safe environment for students and visitors. In the event of an incident on the UAB campus or at University Hospital, contact the UAB Police by calling 911 or 934-3535.
2. The UAB Police dispatcher will contact the appropriate emergency response team.
3. The University Hospital Emergency Department is available for treatment of injuries or illness.
4. UAB Police or a UAB employee should accompany any injured person to the emergency room and present a completed Medical Authorization Form to the ER staff. The Medical Authorization form may be printed from the Risk Management web site: https://riskmgt.hs.uab.edu/.
5. UAB Police or a UAB employee must complete a UAB Employee – Student – Visitor Incident Report Form for any incident occurring at UAB. The form may be printed from the Risk Management web site: Incident Report Form (in case of accidents – employees, students or visitors) http://www.healthsafe.uab.edu/pages/emergencyinformation/incidentreportform.pdf or by contacting Risk Management at (205) 934-5577. The Incident Report Form is for internal use only and should not be copied or duplicated in any way. The completed form must be sent to Risk Management (JNWB 504B, zip 0500).

DAMAGE/LOSS/THEFT OF PROPERTY:
Reporting procedures for incidents involving UAB Employees, students, and visitors.
1. The owner/user of the property must file a report with UAB Police or Birmingham Police immediately upon gaining knowledge of the damage, loss, or theft.
2. The owner should contact Risk Management (205-934-5382) and provide the police case number and a description of all damage to, or lost or stolen, property as a result of the incident.
3. Risk Management will provide further instructions.
INTEGRITY REPORT FORM
(Incidents involving employees, students, visitors)

This is a confidential report and should not be made a part of an employee’s personnel or a medical record. It is completed to allow us to obtain advice from legal counsel and for the protection of the university and its employees from potential liability.

******* PLEASE PRINT LEGIBLY *******

FOR USE ONLY IF ELECTRONIC REPORTING SYSTEM IS NOT AVAILABLE

<table>
<thead>
<tr>
<th>INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Social Sec.#:</td>
</tr>
<tr>
<td>Home Address:</td>
</tr>
<tr>
<td>Gender: M F</td>
</tr>
<tr>
<td>Circle: Employee (Full-time, part-time, perm., temp.)</td>
</tr>
<tr>
<td>Student (SOM, SON, SOD, Other) Visitor</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Department &amp; Campus/home address:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Supervisor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INFORMATION ABOUT THE INCIDENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>Police notified: Yes No Case #:</td>
</tr>
<tr>
<td>Location of Incident: (UAB Hosp., TKC, CEFH, other; specific loc.):</td>
</tr>
<tr>
<td>Describe what happened, how it happened, factors leading to the event, substances or objects involved. Be as specific as possible (attach separate sheet if necessary):</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Were there any witnesses to the incident? Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, attach separate sheet with names, addresses and phone numbers, or campus depts and phone.</td>
</tr>
<tr>
<td>Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured and any other information known about the resulting injury(s):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was medical treatment provided? Yes No Refused</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so, where (circle): Emerg. Rm. The Workplace Walk In Clinic Other:</td>
</tr>
<tr>
<td>Will the employee miss time from work as a result of this incident? Yes No Unknown Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPORTER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name of Reporter:</td>
</tr>
<tr>
<td>Reporter Signature:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Date Report Completed:</td>
</tr>
</tbody>
</table>

UAB Employee Reports - Send to HRM in AB 360G, or fax: 4-7666
Employee Reports - Send to Human Resources, 100 JNWB, or fax: 1-9654
CEFH Employee Reports - Send to CEFH Human Resources, Professional Building, Suite 500
All Visitor/Student Incident Reports - Send to Risk Management, 504 JNWB or fax: 4-1267

V. October 200UAHSF

UAB Health System Administrative Standard: Incident Report Program