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**HEALTH & SAFETY MANUAL**

Version 2

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Contents

EMERGENCY CONTACTS 4

LOCATIONS OF SAFETY FLIP BOOKS 4

POLICIES AND PROCEDURES 4

Policy Statement 4

Policy Communication 5

Responsibility for Safety 5

Training & Instruction 6

Safety and Health Training Programs 6

Accident/Exposure Investigations 7

Hazard Assessment & Correction 7

Recordkeeping 8

General Safety Rules and Guidelines 8

Closing Procedures 8

ACCIDENT AND EMERGENCY RESPONSE 9

Emergency Response 9

Accidents & Injuries 10

Emergency Plans 12

Crisis Communication Plan 12

Fire 13

Severe Weather & Major Emergencies 14

Utilities Emergencies 15

Active Shooter / Code Blue 15

Shelter-in-place 16

Code Adam 17

HAZARD COMMUNICATION PROGRAM 17

Policy Statement 17

Container Labeling 17

Safety Data Sheets 18

Employee Training and Information 18

Hazards of Non-routine Tasks 19

Informing Other Employers/Contractors 19

List of Hazardous Chemicals 19

Program Availability 19

SAFE WORKING PRACTICES 20

Housekeeping 20

# EMERGENCY CONTACTS

For an emergency call **9-1-1**

Omaha Police Department (Non-emergency)  **(402) 444-5600**

Omaha Fire Department (Non-emergency) **(402) 444-5700**

Emergency Room **(800) 922-0000**

Nebraska Medical Center (4350 Dewey Ave.)

Poison Control Center **(800) 222-1222**

Red Cross **800-733-2767**

Missing Child Hotline **800-843-5678**

OPPD  **800-554-6773**

Julie Walker, Managing Director **402-201-7221**

Matt Gutschick, Artistic Director **336-457-4076**

Scott Kupka, Facilities Director  **402-616-1941**

# LOCATIONS OF SAFETY FLIP BOOKS

Safety flip books are located in various locations around The Rose facilities. These flip books contain simple instructions for what to do in case of an emergency. Safety flip books can be found in the following locations:

Classrooms 1-2-3-4

Hitchcock

Mainstage

Rehearsal Hall

Rose II

Box Office

Accounting Office

Facility Office

Education Concourse

Scene Shop

West Studios

# POLICIES AND PROCEDURES

## Policy Statement

The Rose Theater is committed to safe and healthful operations at every level of operation. The goal is to comply with all applicable laws and regulations, and recognize that it is every employee’s responsibility to cooperate in detecting and controlling workplace hazards. The objective is to prevent accidents, injuries, and illnesses through proper training in safety and health.

The safety and health program will include:

* Continually examining, developing, and implementing safety and health rules while enforcing and improving existing ones.
* Working in accordance with the Occupational Safety and Health Administration (OSHA) standards and state and local laws to provide a safe and healthy place for employees to work.
* Training all employees in good safety and health practices, and on the hazards they may face.
* Providing mechanical and physical safeguards to the maximum extent possible, along with the necessary personal protective equipment.
* Reviewing, promptly and thoroughly, every accident and occupational illness to determine the cause and means for future prevention.
* Conducting periodic inspections to find, eliminate, or control safety and health hazards.
* Requiring the employees to cooperate with these rules as a condition of employment.

## Policy Communication

The Rose Theater falls under both the General Industry and Construction Industry categories. As such, the Rose Theater is required to and will:

* Distribute to each employee a copy of this program at the beginning of the employment period.
* Provide additional copies to any employee upon request;
* Conduct appropriate training and orientation sessions at the beginning of the employment period and, as necessary, throughout the employment period;
* Maintain areas for posting of all safety and health related documents and other information;
* Create a system for workers to anonymously inform management about workplace hazards.

## Responsibility for Safety

The responsibility for safety and health is a collaborative effort between employer and employee.

**The Rose Theater** accepts the following responsibilities:

* To provide leadership, development, and improvement of the safety and health program.
* To provide the safeguards required to ensure safe conditions, including proper materials, equipment, and machines.
* To provide access to personal protective equipment.
* To properly train and instruct all employees.
* To keep current with laws and regulations applicable to the theater environment, as well as accident trends in order to incorporate preventative safety measures.

**Supervisors** are responsible for ensuring all operations are performed with the utmost regard for the safety and health of all personnel involved, for the proper equipment and techniques, for providing training on equipment in their areas, for monitoring areas for hazards or factors which may cause accidents, and for correcting or reporting existing hazards. Supervisory personnel will also promote and develop positive attitudes toward safety and health in those they supervise.

**Employees** are responsible for actively participating in safety and health procedures, including complying with all rules and regulations and continuously practicing safety while performing their duties. All employees are responsible for following safety and health policies, correctly using safety and protective equipment, and reporting all injuries and accidents that occur. Employees will take the initiative to notify management of unsafe equipment, practices, or procedures they observe.

This program is implemented for all personnel employed by the Rose Theater. The Safety Committee has the authority and responsibility for implementing the provisions of this program for the Rose Theater. All department heads and supervisors are responsible for implementing and maintaining this program in their work areas and for answering worker questions about this program.

## Training & Instruction

All workers, including department heads and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

* When the program is first established;
* To all new workers;
* To all workers given new job assignments for which training has not previously been provided;
* Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
* Whenever the employer is made aware of a new or previously unrecognized hazard;
* To supervisors in order to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
* To all workers with respect to hazards specific to each employee's job assignment.

At the beginning of the employment period, each employee shall be trained in:

* Explanation of the employer's written health and safety program, emergency action plans, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
* Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
* Best methods of preventing workplace accidents and illnesses;
* Reporting workplace accidents, near-accidents, and work related illnesses; and
* Information about chemical hazards to which employees could be exposed and other hazard communication program information.
* Availability of toilet, hand-washing and drinking water facilities.
* Provisions for medical services and first aid including emergency procedures.

In addition, specific instructions are provided o all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## Safety and Health Training Programs

The Rose Theater will conduct the following training sessions:

### CPR & First Aid Training

The Rose Theater offers training in CPR & First Aid to a specified number of the staff. All supervisory personnel and department heads are advised to be certified in CPR & First Aid. If space permits, other members of the company can participate in this training.

### Annual Safety Seminar

All new production employees are required to attend as part of OSHA requirements for the Hazard Communications Standard.

The Fire Protection portion covers basic fire safety, proper use of fire extinguishers, alarm and sprinkler systems at the theater, and evacuation procedures in case of an emergency.

The Ladder and Personnel Lift portion covers proper use of extension, fixed, and step ladders and proper use of stationary personnel lifts. [Prod]

The Hazard Materials Protection portion covers the Hazard Communication Standard and Right to Know Laws; how to read, use, and understand Safety Data Sheets; and understanding chemical hazards and protective measures that can be taken.

The Rigging Safety portion covers loading/unloading weights and safe operation of the fly rail system. [Prod]

### Respirator Training

Any employee whose position requires the use of a respirator will be trained in the use and care of respirator equipment. The proper fit, care, and use of respirators are discussed and personal fit tests for respirators are done.

### Shop Tool Training

Training is provided for all employees who need to use stationary and hand tools, and various other shop equipment. Group training sessions take place mid-August and individual training on specific tools can be arranged ahead of time with the Technical Director. Training and documentation are required for use of all shop equipment.

## Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

* Visiting the accident scene as soon as possible;
* Interviewing injured workers and witnesses;
* Examining the workplace for factors associated with the accident/exposure;
* Determining the cause of the accident/exposure;
* Taking corrective action to prevent the accident/exposure from reoccurring; and
* Recording the findings and corrective actions taken.

## Hazard Assessment & Correction

Periodic inspections to identify and evaluate workplace hazards shall be performed by competent observers in all work areas.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing any effective methods to identify and evaluate workplace hazards. They will be performed according to the following schedule:

* Quarterly inspections of all areas;
* Upon establishment of our Health & Safety Program;
* When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
* When new, previously unidentified hazards are recognized;
* When occupational injuries and illnesses occur;
* When new hires and/or permanent or intermittent workers are assigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
* Whenever workplace conditions warrant an inspection.

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

* When observed or discovered;
* When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
* All such actions taken and dates they are completed shall be documented on the appropriate forms. Recordkeeping

## Recordkeeping

The following steps have been taken to implement and maintain written programs:

* Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
* Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.
* Documentation required by The Rose Theater’s hazard communication standards, including Safety Data Sheets, workplace chemical lists, and other related documentation.

## General Safety Rules and Guidelines

### Drug and Alcohol Abuse

The Theater is a drug-free workplace. Employees shall not possess, consume or be under the influence of alcohol or illegal drugs while on the job or while performing theater business. Appearing for work or performing any job duties while intoxicated or impaired by alcohol, illegal drugs or the improper use of prescription or over-the-counter drugs is prohibited. Please consult The Employee Handbook for more information.

### Smoking Policy

Cigarette smoking not only presents health risks to the smoker, but more immediately, it presents fire and safety hazards. Cigarette smoking is NOT permitted on any theater property, including vehicles.

## Closing Procedures

At the end of the day, make sure all lights are off in your respective area. The last staff person in the building is responsible for doing a walk-through of the entire building. All lights are to be turned off. The last person must sign out at the alarm panel. The Mag-Lock is to be left on and the outside door must be locked.

**PLEASE SIMPLEX – LOCK THE MAG LOCK DOOR– SIGN OUT – SET ALARM**

### Light Switches

* Main Lobby Lights – Switches are in the closet just inside the right side of the main auditorium. All light switches must be shut off. Do not do anything with the Mag-Lock switch.
* Mainstage House Lights – The button is located just inside the right side of the main auditorium entrance. Push and hold until lights go down.
* Hitchcock Lights – All lights in the Hitch must be turned off, including the classroom, dressing rooms, & theater space.
* Mezzanine Lights – Switches are located in the closet on the east wall of the mezzanine. The four switches on the west wall should be turned off as well.
* Marquee Lights - Switches are in the same closet as the mezzanine lights, but are on the east wall and marked with tape (4 breakers). Box Office normally handles this before/after shows. If left on, please turn off.
* Lower Lobby Lights – Switches are behind the door of the closet by the vending machines. Light buttons should be switched off, not slid down. Please check the parlor, kitchen, rehearsal hall, and birthday party room as well.
* Classroom Lights – Each classroom has switches inside the door. Do not slide toggle switch down, but push the button at bottom to turn off. There will be 2 sets of switches.

Not all lights in the main lobby and mezzanine will turn off with the switches. Ghost lights for security will remain on in the main & mezzanine level lobbies.

# ACCIDENT AND EMERGENCY RESPONSE

## Emergency Response

Emergencies and accidents are unpredictable and can happen at any time and place. It is important to be familiar with the following procedures in case of an emergency.

In the event of an emergency, contact emergency services by dialing **9-1-1** from a landline or a cell phone. Notify a supervisor as well.

**Provide the following information to the dispatcher upon calling:**

* Who you are and where you are calling from
* The nature of the emergency
* Where the victim is located in the building
* When and how the accident happened
* Your callback #

Employees should be positioned at any turn or stairwell that could confuse emergency personnel. Your cooperation could save valuable time.

If 9-1-1 is dialed by mistake, be sure to stay on the line. The address and phone # must be verified. If the caller hangs up without conversation, the law requires emergency services to visit the premises to check for an emergency.

### Minor Injury Procedure

* For any minor injury occurring on the job that requires offsite care, a supervisor will take the affected employee to an urgent care clinic.
* For serious injuries, immediately call 9-1-1 and follow appropriate medical procedures.

### Major Medical Procedure

1. Stay calm and perform a primary survey
	1. Is the scene safe?
	2. What happened?
	3. Decide on the severity of the situation
2. If serious and/or life threatening, call or assign a person to call 9-1-1
	1. Give primary information (type of injury, not breathing, no pulse, etc.)
	2. Send personnel to wait for Emergency Medical Services (EMS)
3. Administer medical assistance only if you are trained and feel comfortable doing so. You will be protected under the Nebraska Good Samaritan Act.
4. Use good judgment in care of the victim. Example: if the victim has fallen, do not move in case of neck/back injury.
5. Do not administer any medication, regardless of whether injury is severe or minor.
6. Wait for EMS
7. Report incident to a supervisor and Managing Director as soon as possible.

### Incidents/Illness During A Performance

Performance emergency planning shall be coordinated and administered by House Management

The Stage Manager or House Manager may stop a performance in progress or delay its start if an injury or illness is severe enough or will disrupt the performance. This determination is at the discretion of the Stage Manager or House Manager. The performance will resume when the Stage Manager and House Manager agree that it is possible and safe to do so.

## Accidents & Injuries

### Accident Reporting

All accidents or injuries must be reported to the employees’ supervisor as soon as possible. The reporting of accidents conforms to OSHA record keeping policies and the investigations of accidents will occur on a case-by-case basis in an attempt to locate and correct any further problems.

All injury or accident reports must be reported to the Finance Office. There will be an investigation into the cause of injury and steps to correct and prevent future accidents will begin. The accident reports may be brought up for further review and investigation.

The Rose Theater will make every effort to accommodate injured workers with restricted work activities and attempt to return employees to work as soon as possible.

### Workers Compensation

All employees are covered by workers’ compensation insurance. If an accident or injury occurs while performing work related duties, all medical costs will be covered by the theater. Notify the Finance Department about any work related injury requiring medical care.

If staff are transports an employee, call the urgent care facility first so they are able to prepare for treatment. Most urgent care facilities are able to treat any emergency that does not require an ambulance. Please notify health care workers that the injury occurred at work and is covered by Workers’ Compensation Insurance.

### Incident Reports

Serious injuries or accidents must be reported on the incident report form, which may be obtained from department supervisors or the box office. Supervisors must assist in completion of the report; only full time staff are allowed to complete reports. The Finance Department collects and records the reports. It is very important to keep accurate records of time/days missed to an accident or injury and any time of restricted activity.

Minor injuries may seem insignificant at first, but may develop into conditions that are more serious over time. If the company is not aware of the initial problem, Workers’ Compensation may not cover secondary complications. Such minor injuries are an everyday reality and need not be reported to the Finance Department. For minor injuries such as splinters, small cuts, any first aid, minor sprains or bruises, please fill out an incident report and return to your supervisor.

### First Aid Services

It is the responsibility of all employees to know the location of all first aid equipment. Low supplies should be reported to the Facilities Manager.

**Automated External Defibrillators (AEDs)**

AEDs can be found in the scene shop, theater lobby, Hitchcock lobby, and BAR Studio lobby.

**Emergency Eye Wash Stations**

An Eye Wash Station is located in the paint shop. Feel free to use this station anytime some particle or chemical has gotten into your eyes. It is recommended that you flush your eye thoroughly for 15 to 20 minutes to wash away the material.

Emergency Eye Wash Solutions are located in the onstage tool room and backstage in the Hitchcock.

**First Aid Kits**

First aid kits are only for the immediate treatment of minor cuts, bruises, sprains, or splinters. If a serious injury or illness occurs, attempt to find a certified staff member to assist **after**calling for an ambulance or assigning someone else to do so.

### Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

When applying first aid:

* Wear nitrile or latex gloves
* Avoid any skin contact with bodily fluids
* After removal of gloves, wash hands with soap and water as soon as possible
	+ If soap and water are not readily available, use appropriate antiseptic hand cleaner in conjunction with clean towels, paper towels, or antiseptic towelettes
	+ After using antiseptic cleaners, hands still must be washed with soap as soon as possible.

Call Facilities to clean up a blood spill or any other bodily fluid.

## Emergency Plans

### Evacuation Procedure

An evacuation of the entire building may be needed in case of fire, chemical spills, power outages, active shooter, or other emergencies. All employees must evacuate the building when notified to do so. Senior staff will help direct employees and students while ushers will evacuate patrons if there is need of an evacuation.

After being notified to evacuate, stop all work activities and evacuate immediately. Close doors as you go and try to keep them unlocked (locked doors can hamper rescue operations).

\*\*Never reenter an evacuated building until given permission by authorities\*\*

### Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event that one is compromised.

All buildings over one story high must have building exit signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.

### Evacuation of employees/patrons with special needs

### Assembly Areas

After exiting the building, all persons should follow the evacuation route to the pre-arranged assembly area in the Jensen parking lot or by the United Way. Department managers and/or supervisors shall be responsible for verifying safe egress and assembly of their respective employees.

All employees should stay within their respective groups at the assembly area. No one should leave the area until notified by managers and/or emergency responders.

It is important to report to your supervisor in order to determine if everyone has exited the building. If you believe someone is missing, notify a supervisor.

## Crisis Communication Plan

### In case of crisis

Strive to be proactive rather than reactive, and don’t panic. Take the time necessary to think through the situation thoroughly before acting.

Immediately contact the Managing Director and provide with complete information.

### DEALING WITH THE MEDIA

1. The Marketing Director is the official spokesperson for The Rose Theater. In their absence, the Managing Director or Artistic Director will assume the responsibilities of the spokesperson.
2. No other staff member may speak with the media about a crisis situation at any time.
3. If the media comes to the building, do not allow them to go beyond the lobby or speak to students or staff for any reason. Immediately notify the Marketing Director if any members of the media call or arrive at the theater.
4. All staff is responsible for rumor control; be discreet. Information will be communicated on a need-to-know basis, even among staff. Respond only with approved messages to approved parties determined by the Marketing Director. Do not call, text, or converse about the crisis with anyone. People will be updated as needed.

### Dealing With Parents

If a crisis requires immediate action, such as a lock-down, parents will be notified through local media (TV & radio). They will also be updated through Facebook.

The Rose Theater will make phone calls and/or email parents when possible. Administrative staff will notify box office staff with instructions on how to participate in this communication.

### Dealing With Other Interested Parties

Other interested parties may include, but are not limited to: theater donors, after school partners, or other community organizations.

The Marketing Director will determine which situations warrant contacting outside parties and will notify box office staff with instructions on how to participate in this communication, if necessary.

## Fire

Report all fire incidents to 9-1-1, even if the fire is extinguished. Additionally, alert the Facilities Director of any fire extinguisher discharge so it can be refilled.

Immediately evacuate the area and always treat the threat as real if the fire alarm goes off.

### Evacuation Procedures

**RESCUE:**

Rescue anyone who is in immediate danger from the fire. Remove these people to the closest assembly area, simultaneously notifying other building occupants to evacuate the area. Use the stairs. Do not use elevators.

**ALARM:**

Sound the fire alarm by pulling the nearest fire alarm pull station and calling 9-1-1.

**CONFINE:**

Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.

**EXTINGUISH:**

Extinguish the fire by using a portable fire extinguisher only if safe to do so.

**If you cannot evacuate:**

1. Move to a safe location. Locate a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone to notify authorities of how to locate you. Also, turn on lights and hang towels or other material outside a window to mark your location.
3. If possible, place wet towels or other material at the bottom of doors to keep fire and smoke out.

### Fire Extinguishers

Fire extinguishers, located in all work and performance spaces as required by local fire codes, shall be serviced and certified annually and inspected monthly.

Fire extinguishers in performance spaces, including those temporarily provided for pyrotechnics shall undergo a visual inspection before every performance.

Fire extinguisher orientation and training shall be conducted for all personnel. Fire extinguishers should only be used if it safe to do so, the correct extinguisher is used for the type of fire, and if the user has been trained in its usage and safe fire-fighting procedures.

### Fire Containment

It is always preferable to attempt to contain a small fire with a fire extinguisher instead of letting it burn while waiting for the Fire Department to arrive.

Containment should be abandoned if a fire has consumed more than a few feet of space, has the potential to threaten persons or flammable chemicals, or cannot be extinguished with the use of one fire extinguisher.

### Fire Lanes & Exits

Fire lanes and exits must not be blocked at any time. Fire lanes are open pathways in each room to allow evacuation. Fire exits are marked with lighted fluorescent EXIT signs. It is against federal law to tamper with, dim the illumination of, or otherwise obscure an exit sign.

## Severe Weather & Major Emergencies

Employees will be notified if there is a possibility of a Severe Storm Watch or Severe Storm Warning. Employees will also be notified of major emergencies or events affecting safety, such as civil disturbances or demonstrations, crime/violence, etc. Employees are encouraged to monitor the weather and other activities themselves as well.

If the tornado sirens go off, everyone in the building must go to the basement until the All Clear is given by TV/radio or senior staff.

For offsite programs, observe location prior to travelling there. Contact supervisor and stay in place if weather is severe.

## Utilities Emergencies

### Electrical outage

1. Notify Facilities Manager and/or Managing Director.
2. Call OPPD at 800-554-6773.
3. Evacuate the building if fire alarm sounds.
4. If safe to do so, assist those with special needs to leave the building.

### Elevator problem

1. Use elevator phone or call 9-1-1.
2. If trapped inside, use elevator emergency phone and activate emergency alarm.

### Gas leak

1. Stop operations.
2. **Do not switch lights on or off.**
3. **Do not turn electrical equipment on or off.**
4. Evacuate the area.
5. Call 9-11.

### Plumbing / flooding

1. Stop using electrical equipment.
2. Immediately notify Facilities Director and/or Managing Director.
3. Take reasonable action to protect property and prevent damage (e.g., move adjacent equipment).
4. If necessary, evacuate the area.

### Heating / Ventilation

1. Notify Facilities Director and/or Managing Director of any odors coming from HVAC systems.
2. If necessary, evacuate the area.

## Active Shooter / Code Blue

### Immediate & Protective actions

* If possible, run away from the threat as fast as you can.
* If you cannot flee, lock and barricade doors. If there are no locks, barricade the door with furniture.
* Take adequate cover/protection behind solid objects that are as far away from the door as possible, and in a corner away from the door’s line of sight.
* If the assailant enters your room and leaves, lock or barricade the door after he or she has left.
* If it is safe to do so, allow others to seek refuge with you.
* Close blinds and cover windows.
* Turn off lights
* Turn off computer monitors, radios, and other electronic equipment
* Silence cell phones after calling 9-1-1
* If it is safe to do so, place signs in exterior windows to identify your location and the location of those that are injured.

### Unsecured areas

* If you find yourself in an open area, immediately seek protection. Put a barrier between yourself and the assailant.
* Consider trying to escape if you know the location of the assailant and there appears to be an escape route immediately available.
* If in doubt, find the safest area available and secure it the best way that you can.
* If the shooter confronts you and you cannot flee, you can hide. You may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

### Keeping the Area SEcure

* Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
* Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
* If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

### Active Shooter Notification

1. Call 9-1-1
2. Provide location of incident: building name, floor level, room number.
3. Describe briefly what is happening (i.e. man or woman with a gun shooting).
4. Provide your name and phone number.
5. Provide physical description of suspect.
6. Give weapon description.

### Law Enforcement Response

* The Omaha Police Department will immediately respond to the area.
* Law enforcement will locate, contain, and stop the assailant.
* Law enforcement officers may ignore you and other wounded persons until the assailant is stopped.
* They will be armed with rifles, shotguns, and pistols, and will shout commands at you.
* Law enforcement will command everyone to lay on the floor and will question and possibly search everyone.
	+ Raise your arms, spread your fingers, and show your hands as you drop to the floor.
	+ Stay on the floor with fingers, arms, and legs spread out and follow directions.
* Remain inside a secured area until instructed to do otherwise.

## Shelter-in-place

Shelter-in-place means to seek immediate shelter inside a building. This action may be taken during a release of hazardous materials to the outside air, severe weather, hostage situation, or other emergency.

1. Isolate yourself as much as possible from the external environment.
2. Shut all doors and windows.
3. Seal cracks around doors and windows as best as possible (e.g., with duct tape or fabric).
4. Remain in shelter-in-place until the “All Clear” is announced.
5. Monitor all available communications.

## Code Adam

If a child is missing, notify the House Manager or Box Office immediately so they can manage the incident. Stay to assist them if possible. If they are not available, immediately lockdown the entire building.

Make a Simplex announcement: “Code Adam. Attention – we have a missing child – this is a Code Adam. The building is on lockdown until the child is found. No one may enter or leave the building until the All Clear Announcement is made. All staff report to the box office. Thank you for your cooperation. Listen for more information shortly.”

The staff person in charge will direct available staff to positions around the building and provide walkies. Obtain a description of the child including age, hair color, eye color, height and weight, clothing, and show color and style. Call 9-1-1 to report the missing child and meet police at the lobby door. Law enforcement will take over upon their arrival.

All clear announcement: “The missing child has been found and reunited with parents. Thank you for your cooperation. You may now exit the building. Code Adam cancelled.”

# HAZARD COMMUNICATION PROGRAM

## Policy Statement

The following Hazard Communication Program is in place to ensure information about the dangers of all hazardous chemicals used by The Rose Theater is known by all workers. Under this program, all workers are to be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, how to properly label supplies, locate SDSs within the facilities and know who to direct any questions to.

This program applies to any chemical present in the workplace that workers may be exposed to under normal conditions of use, or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the Hazard Communication Program. Copies of the Hazard Communication Program are available in the facility office for review by any worker. Electronic copies of the program are also available and distributed annually, at the start of every season.

The Rose Facility Director is the HazCom Program Coordinator, with overall responsibility for this program, including reviewing and updating this plan as necessary.

## Container Labeling

The Facility Director will verify all containers received for use are clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word and precautionary statements, and the supplier contact information (name and address). [Standard labels are required by the Government for all manufactured products by 2016.]

The supervisor in each work area (ex: Scene Shop = Technical Director) will ensure all secondary containers are labeled with the original supplier’s label or with an alternate workplace label. For assistance with labeling, please see the Facility Director.

## Safety Data Sheets

The Facility Director, is responsible for establishing and monitoring the company SDS program.

### Procedure for obtaining sds when not received with initial shipment

The Facility Director will contact the supplier and request an SDS for the product and then place the SDS in the theater’s SDS binders.

Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in a binder located in the conference room closet on top of the cabinet to the left of the door. The SDS binder for the Scene Shop is located by the printers in the general office. Workers can access SDSs by either requesting access through the Facility Director, going directly to view the binder themselves or requesting an electronic copy.

SDSs will be readily available to all workers. If an SDS is not available, contact the Facility Director.

### Procedure to Replace Outdated SDS

The Facility Director will place the new SDS in the binder (with a documented start date for the product usage) and the Technical Director will do the same for the Scene Shop.

The Facility Director is responsible for reviewing the SDSs received for safety and health implications and initiating changes in workplace practices.

## Employee Training and Information

The Facility Director is responsible for employee information and training.

Every worker who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication standard and these programs before starting work.

### Training Program for New Workers

Each new worker will meet individually with The Facility Director to review the Hazard Communication Program, and other information related to the building including Emergency Procedures and Opening and Closing procedures.

Workers will be informed and trained about any new chemical hazard, prior to the new chemical being introduced to a work area.

### Training Format

The Facility Director meets directly with all workers in the department to review the new chemical, labeling information, SDS and any measures workers need to protect themselves including protective equipment.

## Hazards of Non-routine Tasks

Periodically, workers are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: creating a new type of scenery using a chemical not previously used. Prior to starting work on such projects, each affected worker will be given information by their Director about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the worker should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another worker (buddy systems), and emergency procedures.

## Informing Other Employers/Contractors

It is the responsibility of the Facilities Manager and the Director of Production to provide other employers and contractors with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Facilities Manager to obtain information about hazardous chemicals used by other employers to which employees of The Rose may be exposed.

### Company Policy

The Facility Director will provide other employers and contractors with SDSs for hazardous chemicals generated by this company’s operations, prior to any work being performed on-site, as well as necessary precautionary measures to protect those workers exposed to operations performed by The Rose.

Other employers will also be informed of the hazard labels used by The Rose. If alternate workplace labeling systems are used, the other employers will be provided with information to understand the labels for hazardous chemicals their workers may be exposed to.

## List of Hazardous Chemicals

A list of all known hazardous chemicals in the workplace is attached to this program. This list includes the name of each chemical and the work area(s) in which each chemical is used. Further information on each chemical may be obtained from the SDSs, located in the conference room closet on top of the cabinet to the left of the door at the theater and by the printers in the scene shop general office.

When new chemicals are received, this list is updated within five (5) days of introduction into the workplace.

### New Chemical Update Policy

The Facility Director obtains copies of all SDSs from each product delivery either directly or via the facility staff. New chemical SDSs are placed in the SDS binder within five (5) days of receipt of new product.

The hazardous chemical inventory is compiled and maintained by The Facility Director.

##  Program Availability

A copy of this program will be made available, upon request, to employees and OSHA.

# SAFE WORKING PRACTICES

## Housekeeping

* All work areas should be kept well maintained and clean.
* Aisles, doorways, and fire lanes should be kept free of obstructions at all times.
* All employees share responsibility for maintaining a clean workplace.
* No smoking, eating, or drinking is allowed onstage or backstage.
* All backstage, onstage, and work areas shall be left clean after each use. Any department working in an area is responsible for leaving that area clean and safe.
* A four-foot wide unobstructed path shall be maintained through all areas at all times.
* No scenery, properties, or tools shall be left unattended or unsecured.
* Operation of the orchestra lift is limited to production personnel.
* Personnel lifts should only be operated by trained Production and Facilities staff.
* All theatre maintenance and repair needs should be reported immediately to the Facilities Manager.
* Observe and obey all safety signs put in place.
* Speak with your supervisor if you have any concerns about workplace safety.
* Report all accidents, however small, to your supervisor immediately.
* Report damaged tools or equipment to your supervisor immediately.
* Keep all passages, corridors, exits, and access to emergency equipment such as fire extinguishers, clear at all times.
* Do not leave tools or materials unsecured on ladders or any other location where they may fall.
* Do not cross through the trap room if it is blocked off. This indicates that there is a fall hazard.