**SAFETY CHECKLIST**

Production: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theatre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are the exit signs and fire sprinklers operational?
2. Do any lighting instruments or scenery interfere with exit signs or sprinklers?
3. Where is the closest fire extinguisher?
4. When was maintenance last done? Most extinguishers have to be replenished every two years. Was ours?
5. Do you know how to use the fire extinguisher?
6. Under what circumstances would we evacuate the theatre?
7. Do you know where evacuation announcements are posted?
8. Is there a public address system in the control booth or bullhorn backstage? Do you know how to use them?
9. How would you call 911 if there were an emergency? In many public schools, school regulations prohibit students from calling 911. If this is the case, how would you contact your teacher from backstage? Keeping calm and being brief, what would you say? May we rehearse this?
10. Has the scenery been flameproofed?
11. If an open flame is used, has the fire department been advised?
12. Where is the first aid kit? Are you familiar with content and use?
13. Where is the infection control kit? Do you know when and how to use it?
14. Is there a defibrillator in the theatre? Do you know how to use it?
15. Has the cast and crew taken a safety inspection tour of the backstage area to look for hazards?

(Backstage cables that need to be taped down)

(Sharp edges or low doorways to be padded)

(Stairs or floor-level changes to be glow taped)

(Look up and down and all around for other hazards)

1. Do the cast and crew know their evacuation routes in emergency evacuation? Do they have a designated rendezvous place away from the theatre? (You must be able to account for every member of the cast and crew.)
2. What are our disaster plans? (There’s no way you can prevent hurricanes, tornadoes, floods, earthquakes, or man-made disasters, but having a plan to react to them can possibly save the lives of cast, crew, and audience.)