

BLT SAFETY & SECURITY

Safety and Security Policies & Procedures

BLT is committed to ensuring a safe environment for all cast, crew, staff, and patrons. The following safety and security policies are intended to provide general guidance to staff and BLT leadership on handling emergency situations and preventing potential threats or dangers.

General Safety Rules and Guidelines:

1. Smoking or vaping is not permitted inside the theatre or anywhere on BLT property.
2. Alcohol:
 - a. Alcohol is not allowed on BLT property unless permission is granted by the Board of Directors for sale at a specific event.
 - b. If alcohol is to be sold at an event, a liquor license is required.
 - c. Alcohol may only be sold to adults over the age of 21 who possess a valid I.D.
 - d. Absolutely no alcohol is permitted backstage during a BLT event and should not be consumed by any cast or crew while participating in a show.
3. Backstage access during a show is limited to cast, approved crew members, BLT Staff, and BLT Board of Directors. Anyone not authorized to be backstage will be asked to leave immediately. Any VIP guests invited to speak to the cast prior to the show must be approved by the Production Manager.
4. Equipment and power tools must only be used under adult supervision. Proper safety measures must be taken and workspaces must be kept clean for the safety of all cast and crew.
5. All external doors must be locked when the building is not in use.
6. The roll up stage door must be kept open during all performances and any time cast members are backstage as it is the only access to the fire escape exits for occupants located in the backstage area.
7. The emergency exits may not be blocked during an event for any reason. This includes temporary seating, set pieces, equipment, decorations, special effects, etc.
8. Cast members are not allowed to go into any prohibited area of the building unless approved by their director, stage manager, or the Production Manager.
9. Children under the age of 18 who are not participating in a show are not allowed to be left at the theatre without a parent present. Children present with a parent are expected to remain with the parent and are not allowed to roam freely or engage with the cast during rehearsals.
10. All cast and crew are expected to help minimize risks by ensuring that all power equipment, curling irons, irons, etc, are unplugged after use.
11. All cast members are expected to sign in/out when arriving or leaving the theatre for a rehearsal or performance.
12. The rear stage door entrance is a code lock. This code is to only be given to cast and crew for use during a show. After the show, the code is to be changed by the Production Manager.

Emergency Situational Preparedness Policies

I. Medical Emergencies

- Do not panic. Remain calm.
- If the emergency is not life threatening and does not require immediate emergency medical services, notify the nearest BLT staff member or the designated Front of House Manager.
- For minor injuries, a first aid kit is located in the BLT Business Office.
- If the emergency is life threatening or needs immediate medical attention, call 911.
- If the emergency is during a performance and is an interruption to the show, the Front of House manager is to inform the Technical Director and Stage Manager to momentarily pause the performance and to turn on the house lights.
- The Front of House Manager should appoint a designee to stand at the entrance and await emergency personnel and direct them to the location of the emergency.
- The Front of House Manager should calmly call for any trained medical professionals in the facility to assist.
- An incident report should be completed by the Front of House Manager or available witness to the incident and submitted to the BLT Business Manager within 48 hours of the incident.

II. Severe Weather Emergencies

- Prior to Events
 1. If severe weather is forecasted to potentially disrupt a rehearsal or performance, or could potentially cause danger to those traveling to the theatre, decisions to cancel, postpone, or reschedule events will be made by the BLT Production Manager and BLT Business Manager.
 2. Changes to the event will be communicated to cast, crew, and patrons through any reasonable available means including the cast group text (GroupMe), email, and social media (Facebook).
- During Events
 1. Do not panic. Remain calm.
 2. If a tornado warning is issued for the City of Brookhaven, the Front of House Manager should notify the Stage Manager, Technical

Director, or rehearsal leader (if during a rehearsal) to momentarily pause the event and inform the cast, crew, and patrons to shelter in place.

3. Patrons inside the theatre should remain seated and shelter in place.
4. Cast or crew in the studio or concession areas should relocate to an inner portion of the building away from windows.
5. Crew members located upstairs in the tech booth should come to the lower level.
6. Once the warning is lifted from the National Weather Service or local emergency management, the show or rehearsal may resume.

III. Fire Emergencies

- Do not panic. Remain calm.
- If the fire is small try to extinguish it yourself using the closest available fire extinguisher. Personal safety is paramount and takes precedence.
- If the fire department is required, dial 911 immediately.
- BLT does not have a fire alarm system. The Front of House Manager and all available volunteers in leadership should assist in the immediate evacuation of the building by giving calm, but loud and clear orders to all occupants using the evacuation plan listed below.
- The Stage Manager is responsible for communicating to the cast and crew on stage and assisting in their evacuation.
- Once exited, do not reenter the building to retrieve personal belongings. All evacuees should move away from the doors and across the street away from the building to allow space for the emergency vehicles and fire department personnel.
- All cast, crew, and patrons must remain outside until an all-clear order is given by the fire department and it is determined that it is safe to reenter the building.

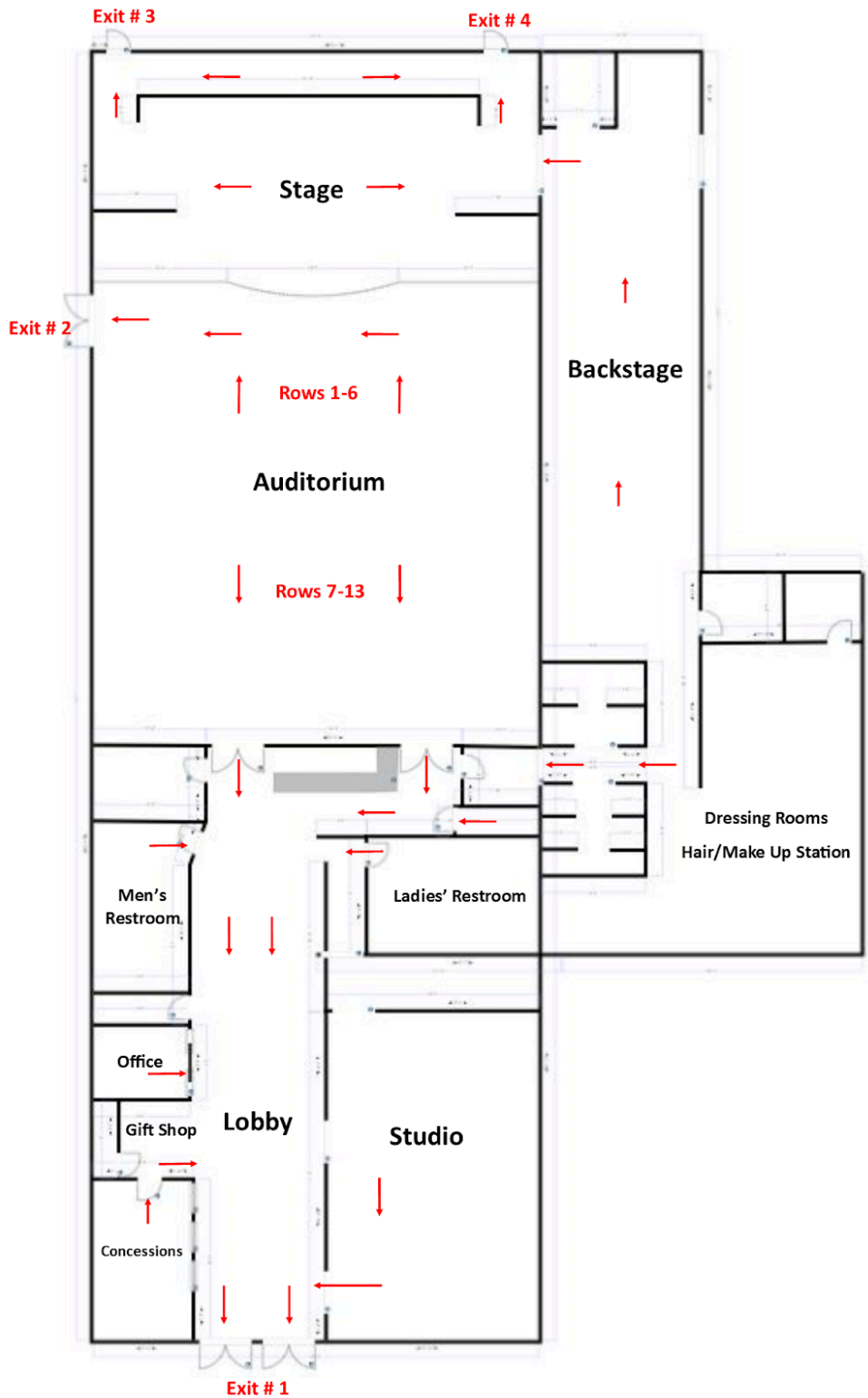
BROOKHAVEN LITTLE THEATRE OPERATIONS MANUAL

○ Evacuation Plan

Facility Location	Evacuation Route	Evacuation Exit	Outside Safety Location
Studio	Exit the Studio through the door opening with the wheelchair ramp	Exit #1 (front of building)	Across the street on sidewalk
Concessions, Gift Shop, Office, Restrooms	Exit into the hallway and walk towards the front exit.	Exit #1 (front of building)	Across the street on sidewalk
Auditorium- Rows 1-6	Move down the aisle towards the stage to the emergency exit to your left of the stage.	Exit #2 (emergency exit on side of auditorium)	Across the street in the grass on the campus of MSA.
Auditorium- Rows 7-13	Move up the aisles towards the rear exit. Walk quickly down the hallway towards the front exit.	Exit #1 (Front of building)	Across the street on the sidewalk.
Dressing Rooms/Hair & Make Up Stations	Move towards the exit between the dressing rooms and into the lobby. Walk towards the front exit.	Exit #1 (Front of building)	Across the street on sidewalk.
On Stage	Exit the stage on the side closest to you and move towards the rear exits behind the stage.	Exit # 3 or 4 (Rear of building)	Across the street in the grass on the campus of MSA.
Backstage	Move towards the stage through the roll up stage door and go down the steps towards the rear exit behind the stage.	Exit # 4 (Rear of building)	Across the stree in the grass on the campus of MSA.
Tech Booth	Move down stairs into the lobby and walk towards the front exit.	Exit # 1 (front of building)	Across the street on sidewalk

BROOKHAVEN LITTLE THEATRE OPERATIONS MANUAL

- Evacuation Map



IV. Power Outage

- In the event of a power outage during an event, the Stage Manager and Technical Director should momentarily pause the show.
- Volunteers should activate flashlights on their cell phones to help keep patrons calm and encourage them to stay in their seats.
- The Production Manager and any available Building Committee members will investigate the cause of the outage and work to restore power as quickly as possible.
- If the outage is due to external factors and requires the utility company, the Front of House manager or representative should contact the appropriate services. If necessary, call 911.
- If the outage appears to be long term and evacuation is necessary, the Front of House Manager and available volunteers/ushers should calmly supervise an orderly evacuation using the evacuation plan listed above.

V. Security Threats

- **Suspicious Person**
 1. A suspicious person can be defined as:
 - a) Someone walking around the building alone or entering unauthorized areas of the building
 - b) Someone who appears to be watching people or making people feel uncomfortable
 - c) Someone asking unusual questions about the operations of the theatre or the building layout
 2. Upon being informed of the suspicious person, the Front of House Manager, along with another BLT Staff member or person in leadership should calmly engage the person to see if assistance is needed and determine the person's motives.
 3. If the suspicious person appears to display a threat of any kind, call 911 immediately. The Front of House Manager and volunteer leaders should work to keep the person isolated away from other cast, crew, and patrons until law enforcement arrives.
- **Disruptive Person**
 1. A disruptive person can be defined as:
 - a) Someone who is inebriated or is displaying erratic behavior
 - b) Someone who is displaying acts of rage or severe anger

- c) Someone who is using excessive profanity that is audible to others
 - d) Someone who is intentionally seeking to disrupt a show by heckling the cast, loud and unnecessary outbursts, or approaching the stage
 2. Any disruptive person should be moved away from other people as soon as possible. The Front of House Manager along with any available BLT Staff or Leadership should calmly approach the person and attempt to de-escalate the situation and remove the person from the facility.
 3. If the suspicious person appears to display a threat of any kind, call 911 immediately. The Front of House Manager and volunteer leaders should work to keep the person isolated away from other cast, crew, and patrons until law enforcement arrives.
- **Active Shooter**
 1. Active shooter incidents evolve very quickly and are unpredictable. Active shooters will shoot and/or attempt to harm anyone in their immediate vicinity.
 2. In an active shooter situation, survival is the primary goal. Anyone in leadership should use all necessary means to survive and save lives using the following responses:
 - a) Run
 - (1) Move in the opposite direction of the shooting while directing others to run with you.
 - (2) Prevent people from entering an area where there is an active shooter
 - (3) Call 911 as soon as you are safe
 - b) Hide
 - (1) When you cannot escape, hide in any safe place you can find.
 - (2) Lock the door or block the entry to your hiding place.
 - (3) Stay calm, quiet, and out of sight.
 - c) Fight
 - (1) When escape is impossible, use improvised weapons to fight
 - (2) Commit to your actions. Act with physical aggression

- (3) Fight like your life depends on it.
 3. When law enforcement arrives:
 - a) Keep hands up and empty
 - b) If asked questions, give clear, concise information if you have any
 - c) Follow all directions given by responding law enforcement officers
 4. Post Incident:
 - a) The building will be treated as a crime scene with limited access and under the control of law enforcement.
 - b) BLT Staff and Leadership in cooperation with law enforcement will assist in family reunification and communications to families and to the public.
 - c) Grief counseling will be available following the incident.
- **Bomb Threat**
1. All staff and volunteers must take any received bomb threat seriously and report it as soon as possible by dialing 911.
 2. If you receive a bomb threat by phone, do not hang up. Ask another person to call 911. It is vital that the person answering the phone attempts to write down what the caller says. If possible, ask the following questions:
 - a) Where is the bomb?
 - b) What kind of bomb is it?
 - c) What does the package look like?
 - d) Who are you?
 3. An immediate evacuation must be ordered by the Front of House Manager.
 4. All cast, crew, and patrons must remain outside of the building until an all-clear command is given by the Fire Department and Law Enforcement.

Child Safety Policy

BLT is committed to providing a safe environment for every child who participates in an event at Brookhaven Little Theatre. The purpose of this policy is to prevent any form of child abuse (physical, emotional, and sexual), and to protect employees, and volunteers from false allegations.

I. Definitions

- **Child abuse** is any treatment that threatens the safety of a child or could leave his/her life with physical or emotional scars.
- **Physical abuse** is any injury to a child which has been caused by non-accidental means, including any injury which appears to be at variance with the explanation of the injury.
- **Emotional abuse** is any verbal communication that harms a child such as harsh and degrading criticism, belittling, threats, disparaging name-calling, unnecessary shouting, or violent or obscene language.
- **Sexual abuse** is any action that violates a child's sexual privacy. It can include fondling or inappropriate touching of a child's body, oral sex, sexual intercourse, exhibiting or showing ones genitals to a child, or soliciting any sexual behavior from a child.

II. Guidelines for Adult Leadership

- All employees and volunteers who serve in leadership roles and work directly with children under the age of 18 must be approved by the BLT Board of Directors and are subject to a criminal background check.
- Unauthorized adults who show up at an event or rehearsal to volunteer with children and have not been approved by the Board of Directors should respectfully be instructed to leave the rehearsal space or asked to serve in another area of the theatre. "Red flags" should never be ignored or overlooked.
- At least 2 adults should be present at all times during rehearsals and gatherings that include children. For one-on-one rehearsals or private lessons, a parent or another adult should be on site. Under no circumstances should an adult be alone with one child at the theatre.
- Under no circumstances may an adult give alcohol, tobacco, or any drugs to a child.