

NANCY O'BRIAN CENTER for the PERFORMING ARTS  
BASIC OPERATIONS and EMERGENCY PROCEDURES

## I. BUILDING ACCESS

### **Entering/Leaving the Building. Alarm System.**

-To enter the front of the building you need both a key and a card; the rear double-doors off the loading dock require only a card.

-By holding the card against the pad at the front of the building you release a magnet which allows you to open the front door with a key.

-By holding the card against the pad at the rear of the building, you release an electro-mechanical latch which allows you to open the door without a key.

-In either case, once you have entered you have one minute to punch in your four-digit code on the keypad. This should be the same code you use at your home building, but please check first with the Theatre Manager.

-When leaving the building, first make sure all exterior doors are locked and pulled completely closed. Stand at the keypad until you see a "System Ready" prompt, then enter your code and press "on." You will see a prompt informing you that you have one minute to exit the building.

### **Key Box**

If you need complete access to all parts of the building, you will also be issued a key to the key box (located next to the double doors leading from the back hallway into the scene shop). In this box are labeled keys accessing every part of the building. We ask that you replace keys immediately following their use.

*Under no circumstances are students issued keys, even for just a minute or two to run an errand for you. This is in keeping with NPS policy and is not negotiable.*

## II. EMERGENCY PROCEDURES

*-In the case of an immediate emergency, your first call should be 9-1-1.*

-Following that, and after seeing to the immediate needs of any injured person(s), you should call Campus Security (366-5964) between 7:45 AM and 4:15 PM on school days. After hours and on weekends, the on-duty Campus Security officer on call can be reached at the number posted in the ticket booth (Theatre Manager's office) and in the shop (by the main light switch). *These are the same personnel and numbers posted in your school's office each month. You may wish to write them down, making note of who is on call that day, prior to your visit to the CPA.*

-After these contacts are made, notify the Theatre Manager (364-0397), the Technical Director (366-5827), or the Fine Arts Director (366-5830).

**-First aid kits** are located in the scene shop and the Theatre Manager's office (see building diagram).

**-Fire extinguishers** are located throughout the building (see building diagram).

**-The A.E.D. (automated external defibrillator)** is located in the lobby between the north entrance to the Clinton Theatre and the entrance to the Studio Theatre (see building diagram).

*Please note: When removed from its mounting bracket, the A.E.D. emits an ear-piercing sound that can be silenced by inserting the small key in the cabinet into a receptacle on the side of the cabinet. The A.E.D., when opened, gives you audio instructions on its use.*

## II. EMERGENCY PROCEDURES, continued

### Fire Alarms

*-In the event the fire alarm goes off, the building must be immediately evacuated. The NPS employee in charge should see first to the evacuation of audience, cast and crew, and then immediately call the NPS security officer on-call for that date and time (Phone numbers are listed on the on-call calendar in the scene shop and ticket booth). Even if you absolutely know that there is no fire, or no danger to people in the building, the building must be evacuated if the alarm goes off.*

### Hazardous Substances

*-In the event that blood or other bodily fluid is spilled, strictly follow the guidelines presented in the safety videos we are required to see each year. Disposable gloves and materials for handling hazardous substances are located in the scene shop and ticket booth.*

*-We use only water-based paints and finishes in the scene shop. Any special use of an oil-based or flammable substance must be approved by the Theatre Manager or Technical Director.*

### Dangerous Activities

Any potentially dangerous activity or equipment must be cleared prior to your event with the Director of Fine Arts and the O'Brian Center Staff. Potentially dangerous activities or equipment include, but are not limited to: Prop guns or knives; simulated stage combat; or interaction with the public which may be construed as real and not part of the performance.

### Tornadoes/Inclement Weather (see building diagram)

The O'Brian Center is not a designated tornado shelter, but there are locations in the building which are considered safer in the event of a tornado or other severe weather.

*-In the event of an impending severe storm or tornado, the following evacuation routes are suggested. We recommend that these evacuation routes be announced to the audience at the beginning of the event should there be any threat of severe weather:*

*-Those in the balcony should exit through the north door (closest to the elevator), turn right, and file into the interior, two-story staircase.*

*-Those in the mezzanine (downstairs rear of the Clinton Theatre, behind the sound booth), should file into the carpeted side hallways on either side of the auditorium.*

*-Those in the Clinton Theatre orchestra section (closest to the stage) should exit through the doors on either side (closest to the stage) and go into the tiled side and back hallways, staying as far as possible from exterior doors.*

*-Those in the Studio Theatre or Scene Shop should go into the tiled side and back hallways.*

*-In all cases, audience members should exit auditorium areas (in both the Clinton and Studio Theatres) because of the threat of objects falling from the grid. Also, the main lobby should be avoided because of the threat of breaking glass.*

## **II. EMERGENCY PROCEDURES, continued**

### **Tornado/Inclement Weather Awareness**

-When there is a threat of tornado or inclement weather (*or any potential emergency event*), our policy is for the NPS supervisor on duty to secure a wireless, hand-held microphone so if necessary s/he can address the entire audience. The computer in the Theatre Manager's office is available for you to use in monitoring potential storms or other emergency situations. One recommended website is [noaa.gov](http://noaa.gov), which provides safety alerts and frequently-upgraded weather maps.

### **Phone** (see attachment)

We keep a telephone available in the lobby for students' or teachers' use. Students should use this phone only for emergencies or to arrange for rides. There are three lines to the O'Brian Center. Please use only the "tickets" line (366-1063), not the Theatre Manager's or Technical Director's line.

- 1) Press the button labeled TKTS (third from the bottom) to select that phone line.
- 2) Dial only the last four digits for a Norman Public Schools number.
- 3) Dial "9" and then the complete number to access outside lines.
- 4) Long-distance should only be used by teachers/staff, and is accessed by dialing 9, 1, then the area code and number.

## **III. ADDITIONAL SAFETY GUIDELINES**

### **Special Effects**

-Smoke effects (haze, fog, or cloud machines) are not allowed without the prior approval of the Theatre Manager *and the Director of Fine Arts*. Effects must be tested prior to use, and Campus Security must be informed of the dates and times these effects will be used in performance.

-Strobe Lights may only be used with the prior approval and inspection of the Theatre Manager. If approved, prominent signage must alert the audience that a strobe light will be used during the performance.

-The audience should also be notified, either through signage or an announcement, of any special effects (a gunshot, for example) that might not be normally anticipated in a performance.

### **Rigging/Stage Lights**

These areas require close supervision by trained personnel. If your event will require "flying" a piece of scenery onto the stage, or specialized lighting, you must plan for this well in advance.

*Under no circumstances should any untrained personnel operate the rigging system or light board, change any of the stage weights, or attempt to hang or adjust stage lights.*

### **Student Supervision**

NPS policy dictates that students are not to be left without adult supervision in any school facility. Our policy also prohibits giving facility keys to students. For large groups, or if your group will be separated (for example, if you have two or more performance ensembles), please plan to have additional faculty or parents available.

**A Final Word:** Plan ahead. Take the time to discuss your event with the Theatre Manager and Technical Director. Make a detailed schedule, and distribute it. Give all those involved with your event all the information they need to plan for any contingencies.