



Project Safety Planning Form – Performance and Visual Arts

Excerpt from the [SAO Handbook](#)

STUDENT PROJECT & PERFORMANCE SAFETY

Safety in performance and other visual art projects extends to cast, crew and audience members as well as to the environment. This includes interior and exterior rehearsal and performance spaces, whether on or off Brown’s campus, in shops and at all other project and activity sites. It requires that everyone involved be an active part of a creative culture that counts safety as a top priority.

The goal of the Student Activity Office (SAO) and Environmental Health & Safety (EHS) Safety Program for UCS-recognized groups is to ensure that a safe, healthy environment is maintained at all times during each stage of every project and activity. This includes assessing and managing risks inherently associated with creative, artistic and performance development. Many of the processes, techniques, materials and practices used in the performing arts and other visual art projects pose potential hazards to individuals. These risks can be controlled - and minimized - through vigilance, proper training, thorough planning, safe use of appropriate equipment, guidance and mentoring by trained students and professional staff, and adherence to best practices for accomplishing all of the myriad tasks involved.

Groups that fall under this program include theater, dance, and film and video production. Additionally, any student group using Alumnae Hall, TF Green, John St. Studio, BDW or performing rigging, lighting or set construction regardless of location, may also be required to adhere to the program requirements.

Fire Safety for Events Checklist	for all events with attendance over 50 (cast, crew and audience combined)
Fire Safety for Events Program	program that defines policies and procedures that will ensure compliance with RI Uniform Fire Code
Performance and Recreation Liability Waiver	to be completed by all Brown University members of student groups participating in any aspect of a performance or film and video production.
Non-Brown Performance and Recreation Liability Waiver	To be completed by any non-Brown participant engaging in any aspect of a performance or film and video production
Performing & Visual Arts Safety Program	primary reference document from Brown University EHS for performance and visual art safety



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TRAINING

- Training is a key component of Brown’s Performing and Visual Arts Safety Program and may include general or specific safety topics.
- Some production team members may be required to complete specific training modules such as Emergency Action Plan and Student Organization Safety Training.
- Training requirements will be determined during the review of the safety planning form. Instructions will be sent out via email for any team member requiring training. All training modules with the exception of MEWP only valid for one academic year.

Training	Description
Emergency Action Plan Training	provides basic emergency information in the event of a fire or other emergency situations
Student Organization Safety Training	provides an overview of this program’s requirements regarding set building or other construction related projects
Ladder Safety Training	provides basic training for safe use of a ladder
Mobile Elevating Work Platform (MEWP) Training	provides basic instruction and hands on training in for the operation of the MEWP located in Alumnae Hall and TF Green Hall.

Emergency Response, Accidents and Injuries

In the case of any emergency (police/fire/medical/chemical) call **(401)-863-4111 immediately**.

Emergencies Within a Building - Evacuate the area using the nearest exit if an emergency takes place within a building, and the building is no longer safe to occupy. Once outside, proceed to the designated evacuation location, as listed on the Environmental Health & Safety website and notify the **Department of Public Safety (DPS) by calling 401-863-4111**. Remain at the evacuation location and inform first responders of the details of the incident once they have arrived.

Facilities Service Response – Non-emergency building-related concerns (electrical, plumbing, mechanical, custodial) are addressed by FM through their Service Response system. Contact <https://www.brown.edu/facilities/> **Service Response: (401) 863-7800**