



## Production Services Standard Operating Procedure (S.O.P.)

Department: Production Services	Title: Open Flame Effect Use
Supervisor: Stage Operations Manager	Date: 10/21/15
Manager: Production Manager	Space: All areas in and around the Center

This Standard Operating Procedure for the Production Services Department of the Clarice Smith Performing Arts Center is designed to create safe and efficient work practice for all staff members, departments, students, residence artists and related personnel. Please see the Manager of the Standard Operating Procedure for any additional questions.

### Definitions

**Open Flame:** Devices defined as candles, torches, butane burners or any other flame-producing device that produces a combustible situation that typically results in fire.

**Material Safety Data Sheet (MSDS):** Is a form containing data regarding the properties of a particular substance and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill handling procedures.

### Standard Procedure

1. Obtain permission from the Stage Operations Manager 2 weeks in advance of the intended starting of use of any open flames. This process includes and is subject to an approval from the Fire Marshal's Office.
2. Provide a MSDS report for the fluid/material/gas and condition use to the Stage Operation Manager for approval within 2 weeks of any open flame use.
3. Close and secure all entrance and exit doors in/around/and attached to the space in which the open flame effect will be used for the duration of the effect affecting the atmosphere.
4. Close and secure all roll up doors in/around/and attached to the space in which the open flame effect will be used for the duration of the effect affecting the atmosphere.
  - a. Each roll up door for the Center has a blue indicator light located next to the door.
    - i. Blue light is off: You can operate the roll up door in a typical fashion.
    - ii. Blue light is on: This indicates that the fire alarm is tripped or is being tripped by an open flame effect condition. The roll up door cannot be operated in this situation and contact work control at 301.405.2222 to have the blue light reset. The light can only be reset if the atmosphere is clear of any effects.
5. Post approved signage provided by the Stage Operations Manager for each entrance and exit to the space being used for the duration of use. This signage is not to be posted during times when the space is "dark" and signs must be secured during these times.
6. All sources of open flame effects need to be secured or inactivated when not in use. This includes, but not limited to unplugging, locking, removing, parking dimmers, restoring to storage and covering.

### Exception

The Director of Production and Technology and the Fire Marshal's Office must approve any exception to this standard operating procedure for the Clarice Smith Performing Arts Center.