



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

Department: Production Services	Title: Atmospheric Effects Use
Supervisor: Stage Operations Manager	Date: 10/21/15
Manager: Production Manager	Space: All spaces in and around The Clarice

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

Atmospheric Effect: Something brought about by a cause or an agent; and resulting in relating to, or existing in the atmosphere. This includes, but is not limited to haze, fog, smoke, incents, water vapor, bubbles and cigarette smoke.

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 at least 2 weeks in advance of the intended starting of use of any atmospheric effect.
2. Provide a MSDS report for the fluid and condition use to the Stage Operation Manager for approval at least 2 weeks in advance of using any atmospheric effect.
3. Provide a schedule of atmospheric effect use to the Stage Operations Manager for distribution at least 2 weeks in advance of the intended use.
 - a. All atmospheric effect schedules must be distributed to the production staff, facilities manager, and the office of Operations and Maintenance for Life Safety in Facilities Management.
4. Following the instructions provided by the Stage Operations Manager, close and secure all listed entrance/exit doors and rollup doors for the duration the scheduled use of atmospheric effects.
 - 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 atmospheric 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. Following the instructions provided by the Stage Operations Manager, post approved signage at the locations for the scheduled use of atmospheric effects. This signage must be taken down after the effects usage.
6. Depress the grey ROLLUP DOOR BYPASS button on the Simplex fire alarm panel mounted near stairwell 1795. Wait for the panel to acknowledge the bypass by sounding a sustained beeping noise. To silence the beeping noise press the red TBL ACK button. Once the space in which the atmospheric effect is being used is clear of any airborne particulates depress the grey ROLLUP DOOR BYPASS button to return the fire alarm system to normal status.
7. All sources of atmospheric 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 Production Manager must approve any exception to the standard operating procedure for The Clarice.