FIRE SAFETY & SMOKING IN PRODUCTION

This policy governs decisions that Stanford Theater and Performance Art makes in regards to fire safety on stage as well as any flame and smoking that may be permitted on stage.

Scope

- Fire Safety
- Smoking on Stage
- Flame on Stage
- Fire Watch

Smoking and flame on our stages are governed by the State of California, the County of Santa Clara and Stanford University. Smoking and flame, real or otherwise, on our stages are managed by the Department’s Technical Director. Under no circumstances shall open flame be permitted in our Roble or Nitery facilities.

Fire Safety

1. All fabrics or combustible materials onstage must be treated with a flame retardant chemical and pass the NFPA 705 Field Test in order to be approved by the Department of Theater & Performance Studies.

2. All drapery that is associated with a space must come with a flame certificate and pass the NFPA 705 field test. The department’s technical staff will assist with any testing.

3. All flame certificates must be filed, in advance of installation, with the department’s technical director.

4. All drapery and other fabric used on stage must be tested and recorded each year for flame resistance using the NFPA 705 Field Test.

Smoking in Productions

Real lit cigarettes are not permitted on our stages for issues related to fire safety and second hand smoke. Electronic simulated cigarettes are now available that are very believable and these may be used in productions when absolutely necessary. Before using simulated cigarettes in any of our productions, permission must be obtained and notice must be made in your program indicating that “The cigarettes used in this production are electric stage props and not actually burning”.

Lit cigars are not permitted in any of our spaces at any time.

Flame on Stage
Open flame, other than a match or lighter to simulate lighting a cigarette, is not permitted in our productions at any time.

Under no circumstances will lit candles be permitted in any of our spaces at any time. We have a selection of very effective electronic candles that we can make available for your productions use.

If a lighter or match is necessary for lighting a simulated cigarette, permission must be obtained in advance and special procedures must be followed. It is recommended that you first evaluate whether or not a lighter with no fluid will work for you where you get the visual effect of the spark, but no flame. A discussion with the Technical Director is mandatory. If a real lighter or match must be used a ‘Fire Watch’ must be used as described below.

**Fire Watch**

- A fire watch plan must be drawn up and presented to the technical director in advance of technical rehearsals.
- A “Fire Watch” person must be appointed, understand these procedures and be approved by the Department’s Technical Director before any lighters or matches are introduced onto the stage.
- All scenery, drapes and costumes must be treated to resist flame prior to permitting a lighter or match to be used.
- The “Fire Watch” must not have any other responsibilities other than watching the match or lighter when they are lit. This person shall be responsible only for watching and accounting for the hazard.
- All matches extinguished onstage must be extinguished in an ashtray filled with aloe-vera gel.
- All matches extinguished offstage must be extinguished in a metal “Fire Bucket” that contains enough aloe-vera gel to completely cover the materials placed within it.
- Ashtrays that have been onstage must immediately be emptied into the “Fire Bucket” once they come offstage.
- A clear and consistent chain of custody must be established for all lighters and matches from actor to crew member to the final disposal in the “Fire Bucket”.
- Matches may not be put out by dropping them to the floor and stepping them out. A significant fire hazard is presented by this action due to the construction of our stage floors.
- The “Fire Watch” will watch for any falling ash or embers. If ash falls onto the stage, the watch will mop down the floor with a wet towel as soon as the performance permits.
- At the end of the rehearsal or performance, all combustible items that have been lit through the course of the rehearsal or performance must be accounted for (by number) and placed