

Pool Rules

Read Carefully (Life Guard Not on Duty)

1. In case of *fire* or *accident*, call Campus Security (x3311; 879-3311).
 2. Phones: office, scene and costume shop, first floor of Jones Hall above the recycling area.
 3. *Fire alarm pull box*: just inside the north (library lot) entrance.
 4. *Fire extinguishers*: stage right, stage left, stage right hall, back of house.
 5. *First aid* boxes: stage right wall, office, scene shop, costume shop.
 6. If your scene or show requires *fire* or a *stage weapon* of any kind, its use must be cleared in advance and in writing by a faculty member (copy Kurt Walls, Director of Theatre Production, who will contact security).
 7. If you notice a *fire* or *accident hazard*, please eliminate it, if possible, and then report it immediately to faculty, staff, or security.
 8. After 5 p.m., when you finish working in the theatre, unless you know someone is coming in soon after you, please:
 - ✓ close and lock all windows,
 - ✓ turn off all lights, except for the stage right switch board area light and the stage right hall lights (if they have been dimmed, return dimmers located in the stage right stairways to full power);
 - ✓ check and lock all doors into the theatre,
 - ✓ if booth, make-rooms, or shops have been used, turn-off lights, lock doors and windows, check to be sure that irons, curling irons, and other machines are unplugged or off.
- If you do not have a key, call Campus Security (x3311) and ask them to secure the area; you do not need to wait for them.
9. Faculty and staff, will lock the office if leaving it unattended for more than a few minutes. After 5 p.m. and on weekends, the office is closed to students unless it has been opened by a member of the theatre faculty or staff for students to use.
 10. Please be mindful of others in the area, and if you notice someone acting suspiciously (other than on stage), call security.

**Failure to comply with “Pool Rules”
may result in the loss of “pool privileges.”**

Additional numbers in case of *accident* or *emergency*:

**Kurt Walls, Director of Theatre Production, 206-547-7048
Geoff Proehl, Chair, Theatre Arts, 253-761-0804; 253-370-2445**

1/26/2005