



GUEST ARTIST HANDBOOK

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INTRODUCTION

Welcome to The Arizona Theatre Company, the OFFICIAL STATE THEATRE of Arizona! Our mission is to create world-class theater about what it means to be alive today – inspiring curiosity and creativity, sparking empathy and joy – bringing all Arizonans together. Our values are:

- Artistry
- Conversation
- Collaboration
- Equity
- Stewardship
- Sustainability
- **JOY**

This Guest Artist handbook is meant to provide you with an overview on the organizations’ policies and procedures, and to help ensure your safety and the safety of those around you. Your success is Arizona Theatre Company’s success. If you have questions or concerns, feel free to reach out to HR: hr@atc.org or the General Manager (jfancher@atc.org).

--PERSONNEL--

EQUAL OPPORTUNITY STATEMENT

It is the policy of Arizona Theatre Company to provide equal opportunities to all qualified individuals without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- AIDS/HIV
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Child or spousal support withholding
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

The Company takes allegations of discrimination, intimidation, harassment, and retaliation very

seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

CONDUCT AND BEHAVIOR

Anti Harassment Policy

ATC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, ATC expects that all relationships among persons in the company will be professional and free of bias, prejudice, and harassment.

ATC encourages reporting of all perceived incidents of discrimination or harassment per the reporting procedure listed in this handbook. It is the policy of ATC to promptly and thoroughly investigate such reports. ATC prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to ATC or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's inclusion in a protected class or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;

- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a manager or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

Individuals & Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to ATC (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor who will document their concern and forward to Human Resources. Human Resources will follow up as appropriate and maintain documentation in the individual's personnel file.

Human Resources email: HR@ATC.org Phone: 480-527-0264

If you feel the issue needs to be addressed by the ATC Board of Trustees, please reach out to HR for how to contact the Board directly.

When possible, ATC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. ATC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

ATC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Corrective action

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate company policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and the Company is not required to take any disciplinary action before making an adverse employment decision, including termination. If a party to a complaint does not agree with its resolution, that party may appeal to ATC's Board of Trustees. The Chairperson of the Board of Trustees will facilitate the investigation and appeal process.

An Arizona-based employee may also contact the Arizona Civil Rights Division, 400 W Congress, Tucson, AZ, 85701, (520) 628-6500, www.azag.gov

SICK LEAVE, ILLNESS, AND BEREAVEMENT

ATC reserves the right to change the sick policy at any time, and for its Artistic and Executive Directors to implement additional precautions at their own discretion for the safety of all staff and guest artists.

Requesting Sick Leave

Rehearsal

Guest artists should notify the Stage Manager as soon as possible when they will use sick leave. The Stage Manager will notify the Artistic Director and the Production Manager.

Performance

Actors are requested to notify the Stage Manager a minimum notice of 6 hours before curtain, with the understanding that in an emergency, such notice may not be possible. The Stage Manager will notify the Artist Director and the Production Manager.

"Doctor's Notes"

Should a guest artist require sick leave for 1-2 days, no "doctors note" shall be required. For subsequent days of 3 or more, ATC requires a note from a healthcare professional stating the guest artist's work limitations. ATC may also require a "doctors note" clearing the guest artist to return to work.

Returning to Work

A guest artist/employee shall be symptom- and fever-free (below 100.4 F) without the aid of medication for 24 hours.

COVID-19/Flu/RSV Protocols

- We are not requiring masks backstage. Please note this could change by show depending on the size of the cast. If you choose to wear a mask at any time, please feel free to do so.

- If you are coughing, please wear a mask. Out of abundance of caution and courtesy, please wear a mask.
- If you are not feeling well and suspect that you have COVID-19 or the flu, please let your supervisor know and stay home.
- Once you feel better and are fever free with no assistance from medication for 24 hours, you will be able to return to work.
- Once you return to work you must be masked for 5 days if you had flu/covid-like symptoms.
- Any further questions, please reach out to your supervisors.

SOCIAL MEDIA GUIDE

Why do we have these guidelines?

- Think of this as a tour of best practices to keep artists, staff, and Arizona Theatre Company (ATC) safe online.
- We encourage all artists and staff to like, follow, share, and engage with ATC on social media to stay up-to-date on all our shows, events, and more!

Media Engagement

- Take extra care to protect both yourself and ATC.
- Use common sense, remember that professional, straightforward, and appropriate communication is best!
- ATC encourages staff and artists to tag us on social media! Examples for artists include visiting the theatre for the first time, working in the rehearsal room, during tech week, and behind the scenes when appropriate. Examples for staff include a behind the scenes project that you've been working on and attending a performance.
- Engage positively with our content online by liking, resharing, and/or commenting through your personal pages.
- As you post about ATC, help us boost our brand and season productions by encouraging your friends and family to visit our website (atc.org) for more information and using our hashtags #ATC #ATC57 #ATCDialMForMurder #ATCScrooge #ATCBluesInTheNight #ATCBobAndJeanALoveStory #ATCMsHolmesAndMsWatsonApt2B
- Be Kind, have fun, and connect!

Privacy

Avoid sharing confidential information. This includes show spoilers and surprises, private information about coworkers, personal communications, financial disclosures, research and development news, undisclosed upcoming productions, or other sensitive information.

Harassment Policy

Arizona Theatre Company will not tolerate any form of social media harassment. If any artist or staff member needs to report an issue, please notify your department lead and/or email HR at hr@atc.org

Diversity and Inclusivity

Arizona Theatre Company prioritizes representation in the theatre and online. Inclusivity guidelines include, but are not limited to:

- Don't make assumptions about gender, race, experience, or ability
- Use preferred pronouns, feel free to share your preferred pronouns, and always respect the pronouns of others
- When possible, provide descriptive captions for images and subtitles for videos
- Celebrating heritage such as Latinx Heritage Month, Black History Month, Women's Herstory Month, Native American Heritage Month, Asian American and Pacific Islander Heritage Month,

and more

Please Note

- ATC will not monitor personal activity nor use any personal information against any artist or staff member. However, while artists and staff members are representing ATC (while working or wearing a logo), we ask that you be respectful and not post anything online that is inappropriate, dishonest, or offensive.

MEDIA INQUIRIES

Except for the Executive and Artistic Directors, and the Chief Development and Marketing Officer, or any other person specifically appointed by these Directors to handle media and press relations, no ATC employee or guest artist is authorized to speak on behalf of the Company or to divulge Company-related information without prior discussion and authorization.

Please refer all media enquiries to Bitty Rosenberg: erosenberg@atc.org and Marina Nelson: mnelson@atc.org

STAFF COMP TICKETS

To request, visit:

atc.org/staff-comp-tickets-tucson
atc.org/staff-comp-tickets-phoenix

- A total of six (6) comp tickets per show are available to ATC Employees (Full, PT, Seasonal) and Guest Artists. Additional ticket requests must be approved by the Artistic Director or Executive Director.
- Requests must be submitted through this form NO LATER than 48 hours before a requested performance date. Fulfillment of requests after this time are not guaranteed and are dependent on available seating and whether box office staff has the time to complete the request. No requests will be accepted after noon the day before a performance or after noon the Friday before a weekend performance.
- Tucson matinees are excluded as they are nearly fully subscribed.
- Any comp tickets issued, including those not picked up by curtain time, will be counted toward your comp ticket allowance per show.
- Guest Artists and Employees wishing to purchase additional tickets may purchase at half the single ticket price. Please fill out the form and the box office will contact you regarding payment for any additional tickets.
- All tickets are based on availability.

--SAFETY--

GENERAL SAFETY AND SECURITY

Identifying Staff

To clearly identify staff members, as well as those who should not be on site, ATC staff wear their name badges/belt clips at all times when at the Temple of Music and Art.

Staff members should ALWAYS question anyone they don't recognize OR who does not have a name badge. Asking "Can I help you?" is a simple, non-confrontational way to determine if someone should

be on site or not. Additional actions can include: alerting a supervisor, alerting facilities staff, or activating the silent alarm (see below).

No board members, guests, or tours are permitted backstage without prior authorization from the Artistic Director, and knowledge of the Production Manager, who will alert staff.

Securing Doors

Doors shall not be propped open. Always ensure doors are closed and locked behind you.

Downtown Tucson Safety

ATC is part of the Downtown Tucson Partnership, and can contact Downtown Safety Ambassadors (aka “Purple People”), to handle non-emergency situations. Safety ambassadors can help with the following:

- Disorderly behavior
- Aggressive panhandling
- Individuals sleeping in doorways or blocking access
- Walking to your car after dark

Signs displaying the phone number are posted throughout the Temple. To contact Downtown Safety Ambassadors, 24/7 call: 520-940-1038

Firearms:

In accordance with A.R.S. 4.229, no firearms are allowed on the premises of the Temple of Music and Art.

IN CASE OF INJURY

It is the responsibility of all employees of Arizona Theatre Company to be familiar with the correct procedures if an injury is incurred which requires medical attention.

In a life-threatening emergency situation, you should CALL 9-1-1 and they will send an ambulance which will take you to the closest hospital

WORK INJURY PROTOCOL

1. Notify your Supervisor. In case of an actor's injury, the supervisor will be the Stage Manager, who will also inform the Artistic Director and Production Management
2. If it is determined that care is required, The Supervisor will ensure that the worker is transported to urgent care if they are not capable of driving themselves. Providers in both cities offer transportation, call the clinic and request it. See below.
 - The supervisor should complete, and the employee should take the relevant (Tucson/Phoenix) Employer Authorization form with them to urgent care.
 - If an injury happens during work hours and you are unsure whether to seek medical care, you can contact HR for guidance. In general, err on the side of caution, and seek care if unsure.
3. **No matter how minor the injury, the Supervisor must fill out the Accident Investigation Report Form within 24 hours of the incident.**
 - The supervisor must keep this on file and send a copy to their department head
 - A copy must also be sent to: hr@atc.org
 - The worker may request a copy
4. HR will file paperwork and may contact the Employee or Supervisor if additional information is needed.

If you decide to seek medical attention at a later date, please inform your supervisor.

NON-WORK RELATED INJURIES

For the sake of staff new to Arizona, or to assist visiting artists, if a non-work-related injury occurs, a list of known providers is available to reference from Company Management. ATC does not endorse any specific provider, but offers this list as a reference only.

For injuries of non-staff (i.e. members of the public), the Accident Investigation Report Form can still be completed, omitting questions related to employees only. Submit the completed form to HR (hr@atc.org), and the General Manager (jfancher@atc.org)

PROVIDERS

Arizona Worker's Compensation Law provides medical coverage to workers in case of work injuries. As of 13 April 2016, Arizona Theatre Company is insured with Copper Point, Policy #1002954. Although the carrier may change, certification of coverage will always be posted in conspicuous locations throughout ATC's facilities. Policy and procedure questions may be referred to Arizona Theatre Company's HR Department: HR@atc.org

Life Threatening Emergencies:

Dial 9-1-1 for paramedics.

Tucson Non Life-Threatening Situations: MBI or NextCare

Please note it is possible to check the wait times for NextCare locations online via this website:

[Location Results - Nextcare](#)

MBI For the Temple of Music and Art (330 S Scott) OR "The Country Club" (6363 S Country Club, Ste 101)

The closest location is:

MBI Tucson
1001 E Palmdale St.
Tucson, AZ 85714
520-807-1060
7am-5pm, Mon-Fri; 8am-12pm Sat
[View website](#)

*MBI provides FREE transport to and from work comp visits. Call the clinic to request.

NextCare For the Temple of Music and Art (330 S Scott):

The closest location (1.5 miles) is:

501 N Park Ave
Tucson, AZ 85719
520-284-9200
8am-8pm, daily
[View website](#)

The 2 clinics open until 12midnight are equidistant from the theatre:

NORTH (5.2 miles): 4280 N Oracle Road
Tucson, AZ 85705
520-887-0095
8am-12 midnight daily
[View website](#)

SOUTH (5.5 miles): 5369 S Calle Santa Cruz
Tucson, AZ 85706
520-573-7500
8am-12 midnight daily
[View website](#)

Between the hours of 12 midnight-8am:
Carondolet St. Mary's Hospital
1601 W. St. Mary's Rd.
Tucson, AZ. 85745
(520) 872-3000
ER open 24/7
[View website](#)

NextCare for “The Country Club” (6363 S Country Club, Ste 101), 3 NextCare locations are equidistant (approx. 5 miles):

1. 5369 S Calle Santa Cruz
Tucson, AZ 85706
520-573-7500
8am-12 midnight daily
[View website](#)
2. (Kino) 1570 E Tucson Marketplace Blvd
Tucson, AZ 85713
520-301-2300
8am-8pm daily
[View website](#)
3. 1895 W Valencia Rd #101
Tucson, AZ 85746
520-576-5104
8am-8pm daily
[View website](#)

Between the hours of 12 midnight-8am:
Banner – University Medical Center South
2800 E Ajo Way
Tucson, AZ 85713
(520) 874-2000
ER open 24/7
[View website](#)

Tempe/Phoenix Non Life-Threatening Situations: MBI or Concentra**

MBI: the closest location to Tempe Center for the Arts (4.3 miles) is:
MBI Sky Harbor
4013 E Broadway Rd., Ste A
Phoenix, AZ 85040
602-437-0234
7am-7pm Mon-Fri
[View website](#)

Concentra: The closest location to Tempe Center for the Arts (2.1 miles/5

minutes) is:

Rio Salado Location:

1626 South Priest Drive
Tempe , AZ 85281
480-921-2273
8am-5pm, Mon-Fri
[View Website](#)

Concentra: The 24/7 location (8 miles/15 minutes from TCA) and closest location to Workuity (6 miles/11 minutes) is:

Airport Phoenix location

1818 E Sky Harbor Circle North Building 2 Ste. 150
Phoenix, AZ 85034
(602) 244-9500
open 24/7
[View website](#)

****Both MBI and Concentra provide FREE transport to and from work comp visits. Call the clinic to request.**

EMERGENCY PROTOCOL

AT THE SOONEST POSSIBLE MOMENT AFTER AN EMERGENCY, THE FOLLOWING PERSONNEL MUST BE NOTIFIED:

If the emergency involves the building/facilities (i.e. burst water main, power outage):

1. Facilities Manager
2. Production Manager or Associate Production Manager
3. General Manager
 - a. The General Manager will call the Executive Director and Artistic Director
 - i. The Executive Director will notify the Officers

Any other emergency:

1. Production Manager or Associate Production Manager
2. General Manager
 - a. The General Manager will call the Executive Director and Artistic Director
 - i. The Executive Director will notify the Officers

IN CASE OF AN EMERGENCY OR LIFE-THREATENING SITUATION, CALL 911 IMMEDIATELY.

In the event of an emergency, staff members with walkie-talkies and headsets should get on those devices as soon as possible to stay in communication. All other staff should pay attention to their email, Microsoft Teams messages, and cell phones for updates.

ACTIVATING SILENT ALARM AT THE TEMPLE

In an emergency situation when you are unable to dial 9-1-1, activate the silent alarm via building alarm keypads. This will notify Central Alarm to dispatch police.

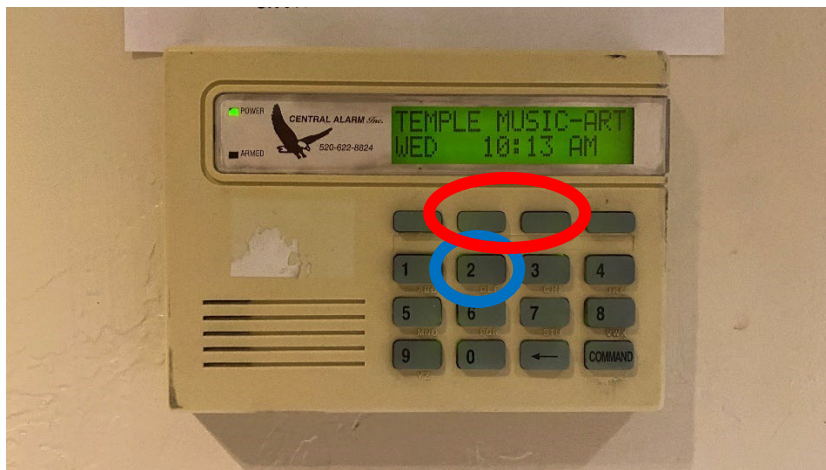
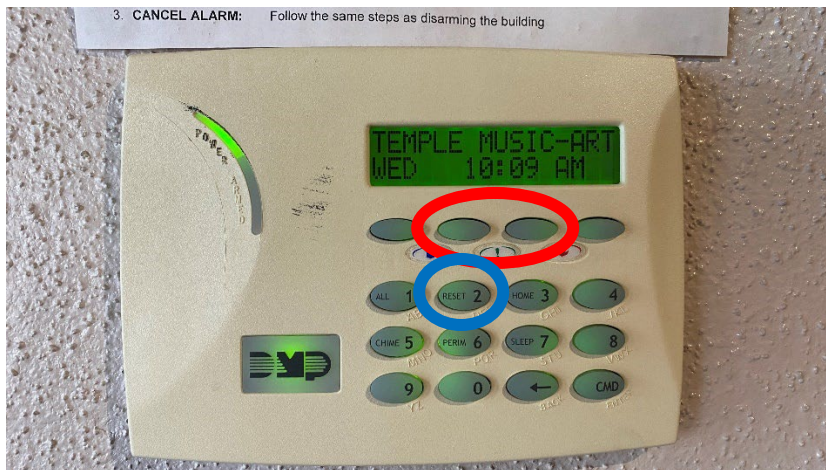
Appropriate instances for activating the silent alarm include (but are not limited to):

- An active shooter event
- During a robbery or hold-up in progress

Do NOT use the silent alarm in case of fire or medical assistance; use the pull-down fire

alarms (locations in Appendix A) or call 9-1-1.

To **activate**, press 2 center buttons in the top-most row of the keypad. To **de-activate**, press “2”.



EMERGENCY EVACUATION PLAN

“The Country Club” and Temple (If No Members of the Public Are Present).

The procedure outlined below should be followed when the need to evacuate one of our facilities arises. Upon hearing an alarm signal or notice of the need to evacuate, the individual should follow the steps outlined below. Evacuation Maps can be found in Appendix A.

- Begin moving towards the nearest exit or stairwell. Never use the elevator in the event of an evacuation. The first priority is to exit the building; however, if possible, close windows and doors as you leave.
- Once you have exited the building, move away from the building to the rally point (listed below).
- Once at the rally point, contact your supervisor to let them know you have exited the building. Once supervisors have heard from their staff, they should report in to:
 - General Manager and/or Production Manager
- After you have reported in, stand by and await further instructions. Further instructions should only come from authority figures such as the police or fire departments or via your supervisor.

Temple (If Members of the Public Are Present)

If the need to evacuate the Temple arises during a performance, designated staff members must assist in the safe and orderly evacuation of the public.

1. Activate Alarm—see pull-down locations in Appendix A
2. Notify the House Manager, Stage Manager, Lounge staff, and Facilities team
 - All 4 of the above use walkie talkies in case of emergency during events. Notify one, who can get the message out to all via walkie talkie.
 - The Stage Manager and Assistant Stage Manager will make the announcements outlined in the Appendix.
3. Evacuate the building as outlined in the above section.

Staff Roles and Responsibilities in an Evacuation

- HOUSE MANAGER: During a performance, the House Manager will supervise the ushers in evacuating the public and will meet the first responders if necessary. The House Manager will ensure that 911 is called and will notify the Production Manager.
- USHERS: Ushers should move to their assigned pre-show location, prop open the audience and exit doors, and assist the public exiting in a safe and orderly fashion.
- STAGE MANAGER: Instruct the Light Board Operator to turn the house and work lights to full and the Sound Board Operator to kill any sound cue playing. Make the appropriate announcement (see Appendix B and also posted in the booth).

Once this announcement is complete, the Stage Manager and booth staff will exit the building. Upon exiting the building, the Stage Manager will ensure that the cast and crew are accounted for.

- ASSISTANT STAGE MANAGER: If the stage manager is unable to make an announcement, the ASM will make the appropriate announcement from the stage (see Appendix B and also posted in backstage). They will then ensure that the cast and backstage crew evacuate the building.
- MAINTENANCE STAFF: The Maintenance Staff on duty during the performance will ensure that the second floor of the Temple is evacuated including the Cabaret Theatre, Rehearsal Hall, and Costume Shop.

ATC Tucson Rally Points:

- Temple (Scott Ave Exits): At the southwest corner of 14th St and 6th Ave by the former Tucson Center for the Performing Arts.
- Temple (Stone Ave Exits): At the northwest corner of 14th St and Stone Ave by the Police Station
- “Country Club”: Across Transcon Way in the Pepsi Co parking lot (3131 E Transcon Way)

ATC Phoenix Evacuation:

- Workuity: ATC staff at Workuity shall follow all posted emergency instructions on site.
- Tempe Center for the Arts (TCA): ATC staff at TCA shall follow all posted emergency instructions on site

FIRE

Fire Alarm Protocol

1. Anytime an alarm is sounded all persons must exit the building using the Emergency Evacuation Plan listed above. If there is public in the building, staff members should assist in a safe, orderly and timely evacuation of the public.
2. If the fire is contained to a single object, is not spreading, and the room is not filled with smoke, you may choose to use a fire extinguisher to attempt to put out the fire.

- You should only use a fire extinguisher after the fire department has been called and the building has been evacuated.
- If the fire starts to spread, the fire extinguisher empties before the fire is completely put out, or you are not confident of your ability to put out the fire, you must evacuate the building immediately.
- See the instructions below to understand how to use a fire extinguisher and the many different types of extinguishers there are.

Fire extinguishers can be found throughout Arizona Theatre Company's facilities (see Temple locations in Appendix A). Make certain that you use a fire extinguisher designed to extinguish the type of fire you have discovered. The key to using a fire extinguisher is "PASS".



Three types of fires have been isolated, each unique in the methods used to extinguish it. Type "A" fires are fires in which the fuel burns to ash -- wood, cloth, paper, and most organic trash. Type "A" fires may be extinguished with standard fire extinguishers (or if unavailable, doused in water). Type "B" fires are flammable liquid fires -- gasoline, oil, paint, grease, etc. Type "B" fires may be extinguished with standard fire extinguishers only. Never use water to put out a Type "B" fire as it will spread the fire. Type "C" fires are electrical (current related) fires. These can only be extinguished with CO₂ fire extinguisher. NEVER THROW WATER on an electrical type "C" fire, due to the risk of electrocution.

KNOW YOUR FIRE EXTINGUISHER CODE				
CO ₂	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS
FOR USE ON: Flammable Liquids FOR USE ON: Live Electrical Equipment DO NOT USE ON: Wood, Paper and Textiles DO NOT Use in a confined space	FOR USE ON: Wood, Paper and Textiles FOR USE ON: Flammable Liquids FOR USE ON: Gaseous Fires FOR USE ON: Live Electrical Equipment	FOR USE ON: Wood, Paper and Textiles FOR USE ON: Flammable Liquids DO NOT USE ON: Live Electrical Equipment DO NOT USE ON: Flammable Metal Fires	FOR USE ON: Wood, Paper and Textiles DO NOT USE ON: Live Electrical Equipment DO NOT USE ON: Flammable Liquids DO NOT USE ON: Flammable Metal Fires	FOR USE ON: Wood, Paper and Textiles FOR USE ON: Flammable Liquids FOR USE ON: Gaseous Fires FOR USE ON: Live Electrical Equipment

The Temple has an early detection fire alarm. This system detects smoke and/or heat via sensors located throughout the building and will respond by audio and visual signaling devices, also located throughout the building. In addition, there are pull stations located throughout the building to manually activate the system. The central panel, located in the House Manager's Office, for the system is monitored 24 hours a day by Central Alarm and provides surveillance while the building is unoccupied. See the Safety Postings at various places around the facility for the location of the pull stations, extinguishers, first aid kits.

The Holsclaw Theatre is equipped with a sprinkler system. In place of a fire curtain, it has a Water Deluge Curtain (a large reservoir of water stored above the stage which, when released in case of fire, flows from sprinkler heads or other nozzles directly in front of the proscenium.)

The “Country Club” is equipped with a fire protection system that is monitored and maintained by the property owner. It is equipped with a fire sprinkler system that comes on automatically when its sensors detect a fire.

POWER OUTAGE

In the event of a building-wide power outage your supervisor will determine if production work can continue or will need to be rescheduled for another time.

In the event your tool, outlet, or lighting within the immediate work area cuts out you should do the following checks:

1. Check your tool for any damage. Tag it and inform your supervisor it is in need of repair if you discover damage.
2. Check the plug and power cord on your tool(s). It may have come undone, loosened, or become damaged. If there is no damage, secure your connections and cords and try again.
3. Check the circuit breaker panel for any tripped breakers. Reset any tripped breakers and try again.
4. Inform your supervisor and facilities team if these checks do not remedy the power loss.

Temple of Music and Art

In the event of a power loss in the facility, the emergency generator should provide power to the emergency lighting and systems within a few seconds. If the generator does not automatically engage within 15 seconds, proceed with the Evacuation Plan mentioned above.

If the generator does engage and the emergency systems are activated, patrons, cast, crew, and other employees should be asked to remain where they are. Technical work on stage, in the rehearsal hall, or in the shops should not continue if the senior member of the Production Department present determines that there is not adequate lighting or it is otherwise unsafe to do so. If you are using a power tool, you must turn it off and unplug it. Your supervisor will determine how to proceed after discussing the situation with Production and Facilities Management.

If there is a performance in progress, Stage Management and House Management will discuss how to proceed. If it is safe to do so, it may be advisable to keep the audience in place to see if the power returns. If a decision is made to evacuate the building due to a safety concern, please follow the Evacuation Plan at the beginning of this section. If time is not a factor, the audience should be instructed to exit in the manner typically used at the end of a performance.

“The Country Club”

In the event of a power outage to entire building:

1. Move tools and other potential tripping hazards to a work table or otherwise out of walkways as you are able. If you are using a power tool, turn it off, and unplug it from the outlet.
2. Inform the Accounting Support Specialist (office manager), of the outage and they will notify the members of senior management listed at the beginning of this section.
3. Await further instruction from your supervisor.

ROBBERY/THEFT

- Give whatever they demand (cash, equipment, etc)
- Do not block suspect’s path or exit, never touch a suspect, and be observant only
- Get a license number, description, or path of departure if possible to do so safely
- Obtain information, names, and phone numbers from witnesses

- Do not touch anything that may contain fingerprints.

Call 9-1-1 as soon as it's safe to do so, then the General Manager who will notify the Executive and Artistic Directors.

BOMB THREAT

from the Department of Homeland Security's Bomb Threat Procedure Checklist:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist in Appendix C.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
 - Notify the General Manager who will notify the Executive and Artistic Directors
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist Appendix C immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 9-1-1, then the General Manager who will notify the Executive and Artistic Directors
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call 9-1-1, then the General Manager who will notify the Executive and Artistic Directors
- Do not delete the message.

If a bomb threat is received verbally/in person:

- If the perpetrator leaves, note which direction they went.
- Notify the staff members listed at the beginning of this section, and authorities.
- Complete the Bomb Threat Checklist Appendix C immediately
- Note the description of the person who made the threat: Name (if known), Race, Gender, Type/color of clothing, Body size (height/weight), Hair and eye color, Distinguishing features

Not all bomb threats are legitimate, and evacuation is not always required. The Tucson Police Department and Special Operations will determine the appropriate course of action. If we are to evacuate the building for a bomb threat, we will use the same method outlined at the beginning of this section, but may need to restrict egress routes. Please be aware of any special instructions or directions issued in this instance – it may be that we have to specifically avoid using certain routes.

SUSPICIOUS ITEMS

A suspicious item is anything that is reasonably believed to contain explosives, an IED, or other hazardous material that requires an expert to further evaluate it. Generally anything that is Hidden, Obviously suspicious, and not Typical (HOT) should be deemed suspicious. Signs of a suspicious package:

- No return address Poorly handwritten
- Excessive postage Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

If a suspicious item is discovered:

1. DO NOT touch, tamper with, or move the item.
2. Call 9-1-1, then the General Manager who will notify the Executive and Artistic Directors

ACTIVE SHOOTER EVENT

(The following information is a protocol in process. As ATC continues to evolve an Active Shooter Protocol, this document will be updated. In the meanwhile, ATC feels it is important to give employees as much information as possible as we develop this Protocol.)

In order to preserve life and address the reality of an active shooter event, we ask that all ATC employees view the video below to help maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

<https://www.youtube.com/watch?v=5VcSwejU2Do>

From the *DHS Active Shooter Event Reference Guide*:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

When an Active Shooter is in your vicinity, you have three options:

1. RUN
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Evacuate regardless of whether others agree to follow
 - Help others escape, if possible
 - Do not attempt to move the wounded
 - Prevent others from entering an area where the active shooter may be
 - Keep your hands visible

- Call 911 when you are safe
2. HIDE
 - Hide in an area out of the shooter's view
 - Lock door or block entry to your hiding place
 - Silence your cell phone (including vibrate mode) and remain quiet
 3. FIGHT
 - Fight as a last resort and only when your life is in imminent danger

When law enforcement arrives:

- First officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured
- Drop items in your hands (e.g. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Do not ask questions when evacuating
- Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.