

JCHS JETS TEX Shop Rules/Procedures/Reminders/Hazards/Maintenance/Agreement Please sign ONLY the last page of this document, & submit by 8/9/2021. You can submit digitally at <https://tinyurl.com/vupmsnns>

Procedures for Jets Tex [Section I]

1. Techies must attend all scheduled technical dept. meetings with writing utensils & pads.
2. Arrive to all CALLS & MEETINGS 5 minutes early in order to be focused & ready at GO time.
3. Dress appropriately for all CALLS: for BUILDS-wear old clothes you will not worry about ruining, full length pants (no shorts/skirts) in order to protect knees, skidproof tennis shoes or work boots; for performances-running crew should be in long-sleeve/full-length pants/shoes/socks (ALL BLACK).
4. 'Avoid Spoken Orders' by making & passing written memos to others with very important info.
5. Obey the requests of the Director, Tech Director, Asst. Tech Director & Stage Mgr. at all times without protests, unless safety issues are involved.
6. Do not talk in the auditorium during rehearsals, do not talk while others are speaking during production meetings/notes & whisper (if absolutely necessary to communicate for safety reasons) while backstage during a rehearsal/performance.
7. Techies must respond to requests of the Director/TD/ATD/SM by saying, "Thank You" in response to general announcements; by saying, "Ready" when warned about upcoming cues; and by saying "Complete" when they have completed a task on cue. Other responses such as "YEAH" or "OK" are not acceptable in this work environment.
8. Be courteous/supportive to all performers at all times, particularly backstage during a performance.
9. Do not engage in CHATTER while on the headset communications or say ANYTHING that you don't want the entire theatre to hear.
10. Never blame another techie for a technical mistake that happened during a performance. The mistake will be addressed by the TD/ATD/SM later on, with the techie who made the error ONLY.

Safety Rules for Jets Tex [Section II]

1. Clean up after yourself. If you turn it on, turn it off. If you get it out, put it back. Open/Close.....
2. Think ahead in everything you do, take your time to do things completely & thoroughly. If you rush, you are wasting time because you will eventually have to do it all over again.
3. We are not mind-readers, so COMMUNICATE with your fellow crew members.
4. Always wear appropriate footwear, SHOES/BOOTS! (NO sandals, flip flops, heels, open toed shoes.)
5. Wear safety goggles ALWAYS when using SAWS or with things OVERHEAD.
6. When wearing long or full sleeves, pull them up.
7. If you have long hair, it must be pulled back. It could get caught in a drill or a saw or other objects.
8. Never wear loose clothing or long/dangly jewelry while working in the shop.
9. Always get permission from your teacher before using power tools/saws/etc.
10. Check all equipment before beginning any project.
11. If you find equipment that is not working, pull the electrical plug, place a sign that says, "OUT OF ORDER," and let your teacher know.
12. Take your time, if you don't have the right equipment, don't use something else. Find the correct equipment or check with your teacher in order to locate it.
13. Always use gloves when working with fixtures and lamps.
14. Work in pairs on the catwalk & anytime you are dealing with heavy objects.
15. When painting, always have exhaust fan on.
16. Know where first aid kits & fire extinguishers are at all times.
17. Do not run! Do not horse around! The gym is for playing, not the theatre!
18. Think before you turn on, plug in, open, lift, pull, etc.
19. When in doubt, don't! Always ask before you do anything you are unsure of.
20. Clean as you go! Clean as you go! Clean as you go! Clean as you go!!!!

Reminders Written by STUDENTS [Section III]

- Remember each day of Tech you are working with DANGEROUS tools & if you're not careful someone could lose a finger, break a bone, get a concussion or even DIE. Communicate thoroughly in order to avoid accidents.
- Come ready and on time (Get water prior to the bell. BE ON TIME, you're establishing YOUR reputation.)

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- Never operate equipment UNLESS you are authorized to do so. DO NOT TOUCH the sound board, the light board, body mics, stage mics, props or other things unless you are authorized to do so. You must always get permission to use the saw from a certified JCHS teacher. A substitute is NOT a certified JCHS teacher.
- When you need a project, check the call board. Choose projects that you know something about and need to get done. After you select it, put your name by it and tell the CL/TD. After finishing cross it out, do NOT ERASE.
- Never abandon a project once you're in the middle of it. You must finish it, even if you need help OR have grown bored. We must have continuity. Check with your TD if you need help or another set of hands to help you finish.
- Avoid stripping screws. It is impossible to disassemble sets if screws have been stripped.
- Remember 10' rule. The audience will NOT see sets/props/costumes up close, so step back 10' and check it out.
- Place wood shorter than 2' long in the scrap wood box/bin.
- A project is complete once the project goal has been met AND all your tools & materials have been put away. If you have not cleaned up, you are not finished. Never leave a messy workspace, always plan based on your time.
- Make certain you are putting up all materials where they LIVE, not just on the workbench or table.
- If you have been painting it is IMPERATIVE that you clean your brushes and close the paint cans properly.
- About 10 minutes prior to the end of class, start cleaning and putting up your materials. Put tools in their proper location, clear stage and wings for rehearsal. Clear a path backstage to dressing rooms, doors & the stage.
- NEVER leave screws, nails or staples sticking out of wood or set pieces.
- Never climb on anything unless you've first secured permission.
- Think through each step, imagine the repercussions of working hastily.
- Respect our space. The JCHS theatre is only 2 years old and we must treat it with great care. Do not pull on the curtains, do not let others disrespect our space, do not let anyone get close to our cyclorama (it is fragile).
- Never go at it alone. Ask questions, gain different perspectives on problems you encounter, share ideas about your next steps & see if other techies have knowledge that might help you achieve your goal.
- ROOKIE JETS TEX should never be afraid to ask a question. If you avoid asking the ?, you'll never know the answer and that could create a dangerous situation. Veteran techies--be cool, avoid acting conceited or arrogant.
- You will not always get the project you want...we all have different tasks to accomplish in order meet our team goals. Sometimes you must clean, take out the trash, organize...take pride in ALL your work.
- Avoid having TOO many folks on one project, if you see it happening be a leader and move on or check with TD.
- When working with lights or drops on the battens/pin rail, make sure you yell, "ALL CLEAR" before lowering or raising things. When you are onstage and you hear, "ALL CLEAR", get off the stage and say, "ALL CLEAR".
- Follow the procedures--Always wear goggles when using a saw; lift with your legs, not your back; never step on the top step of the ladder, never play or goof off on the catwalk, near the light/sound boards or in the shop; never touch lamps with your bare hands.
- No one likes a lazy person, make choices, get to work, don't wait around for orders. Find something to do now. Never sit around when there is work to be done. There is always work to be done.
- Help others work when they need help. Count on each other, depend on each other, do your work, be kind & get to know your other crew members so you can trust them.

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- A crew is like a chain--it's only as strong as its weakest link. You have to rely on each other.
- BE CAREFUL WITH ELECTRICITY: do not work with electricity when something is plugged in, if someone is getting electrocuted never touch them, kick them with your shoes or push them with a piece of wood.
- Always let a certified JCHS teacher know if you have gotten hurt.

Electricity Hazards [Section IV]

Electricity is extremely dangerous. It can burn, maim, destroy, shock & kill. Any piece of equipment connected to an electrical outlet should be handled with caution & common sense. If you follow the following safety procedures below, your work with electricity will be safe & productive.

- 1) If you do NOT know what you are doing, STOP. Ask your teacher or a trained electrician.
- 2) When working with electricity, use tools that are covered with plastic or rubber insulation.
- 3) Use wooden or fiberglass ladders when working on elevated electrical jobs. Electricity will take the path of least resistance & a metal ladder (or your body) provides very little resistance. If you must use metal ladders, insulate them with high quality rubber foot pads.
- 4) Disconnect any device (lighting instruments/motors/amplifier/tool) from the circuit before you work on it. Always unplug lighting fixtures before changing out the lamp.
- 5) Use common sense...NEVER touch any bare wires. Do NOT work in damp areas and NEVER bring drinks around electricity/electronic components. Do NOT intentionally overload a circuit. Never try to bypass fuses or circuit breakers.
- 6) Maintain the integrity of all ground circuits. Do NOT clip ground plug off of any extension cord or power cord. When necessary, use ground plug adaptors.
- 7) Check cables and connectors periodically and replace any items that show signs of cracking, chipping, or other deterioration. Cracks in the insulation of cables and connectors increase the chance of receiving a shock from the device.
- 8) Keep the cables and the connectors clean. Remove any corrosion, paint, grease, dust or other accumulations as soon as they become evident. These substances can act as insulation between the contacts of the connector, and--if flammable--they can pose a fire hazard.
- 9) When stage or microphone cables are not being used, coil them and hang them up. A cable will stay neatly coiled if the connectors are plugged together or if it is tied with light rope or fastened with a velcro loop.
- 10) Always disconnect a plug by pulling on the body of the connector, not the cable. Pulling on the cable puts unnecessary strain on the cable clamp & will eventually defeat the clamp. When the cable clamp no longer functions, pulling on the cable places the strain directly on the electrical connections.
- 11) Be sure that all elements of a cable are of the same electrical rating: 12 gauge cable (capable of carrying 20 amps of current) should only have 20 amp rated connectors.
- 12) Always take your time, be deliberate, ask questions and ask for help when you need it.

Daily Maintenance [Section V]

The last 10-15 minutes of each day are dedicated to cleaning! Stop working on your project to clean. Do not use this time to pack up YOUR belongings, get on your phone or leave early. If you finish cleaning, offer to help others.

The Student Tech Director and Crew Chiefs are responsible for making sure that all projects are cleaned and put away and that all doors are closed and locked.

Shop Maintenance

- Unplug & Return tools to their proper storage place when finished, unless otherwise instructed.

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- Return ALL EQUIPMENT to its proper storage place.
- When replacing a dead battery, ensure it is placed on the proper battery charger for charging.
- Keep screws and other fasteners sorted into their appropriate size containers.
- Ensure that all painting equipment is clean and hanging to dry.
- Never leave tools or projects OUTSIDE, bring them in.
- Never leave projects ON THE STAGE, unless directed to do so by the director/TD/SM.
- Return all wood to their appropriate containers.

Costume/Prop Maintenance

- After searching through costume bins/boxes, neatly re-fold contents, replace lid and return to shelves. Be sure the label is facing out.
- Returned unused items to the racks ON HANGERS, never drape costumes over racks, hang them.
- Only costumes for the current show should be on portable racks.
 - Laundry baskets at the bottom of the racks can hold shoes
 - Costume jewelry should be placed in Ziploc bags with character name on the front. Matching outfit should be listed on the front.
- Return props to the prop table, they will be MUCH easier to find.

Painting

Paint is stored on the shelves near the sink in the scene shop. Other supplies are also kept near this area. Please CLEAN and return ALL supplies to the appropriate shelf after you finish using.

Painting supplies would include: brushes, rollers, sponges, rags, spray paint, drop cloths, tape, buckets & containers for mixing paint, paint trays, stirrers & the paint itself.

Painting Clean-up

A large part of painting is the clean-up. If you paint you must clean up your equipment. This includes all of the materials list ABOVE. When painting/cleaning you must remember to:

- Wash all items thoroughly. This is part of your grade!
- Use your hands to manipulate/coax/push the paint from the brush/roller.
- Rinse items until the water runs clear.
- Shakes brushes vigorously over the sink.
- Hang your brush or roller over the sink (or in a designated place where it can drip dry).
- Close paint cans with a RUBBER MALLET, not a hammer.
- If you have mixed paint in a bucket or other container, put a LID on it, not just a cover.

Light/Sound Maintenance

- Ensure that light/sound boards are BOTH shut down properly
- Lock all closets and doors
- Wrap up all microphones/cables & put them in the sound closet unless the equipment is needed for an event that evening or the next morning

Makeup Maintenance

- Close all makeup containers & return them to the appropriate drawer in the makeup trolley (or designated storage area).

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- Put the makeup trolley back in the classroom closet. Do NOT leave makeup equipment in the classroom.

COVID safety measures:

- Please use a sanitizing wipe to wipe down tools before you use them. When possible, do NOT share tools, but use the same one throughout the class period.

Student Safety Agreement

(Please sign last page, take a picture & submit it to Mr. Merritt by Monday, Aug. 9, 2021)

I, _____, a student in the Technical Theatre Program at James Clemens High School, acknowledge, understand, and accept that I will be operating woodworking power equipment, hand tools, air compressors, metal working machinery, and various other power tools and shop equipment, etc. as part of the classroom/lab experience of the program.

I further acknowledge, understand, and accept that I will not operate the aforementioned equipment and tools without being given proper instruction in their operation; permission from the instructor to use them; as well as adherence to all safety policies, directions, rules, recommendations, and procedures.

I further acknowledge, understand, and accept that I will follow all classroom safety and behavior rules as outlined in Sections I, II, III, IV & V of this 'JCHS Jets Tex Procedures & Safety Rules', as well as any related verbal directions given by the instructor or JCHS administration.

I further acknowledge, understand, and accept that I will notify the instructor or JCHS administration of (1) any accidents that occur in the shop or classroom; (2) will ask permission from the instructor to operate any shop equipment or machinery; (3) will refrain from any 'horseplay', running, athletic activities, or unsafe behavior in the theatre, lighting booth, costume shop, sound booth, prop storage, scene shop, catwalk or any other area of the theatre; and (4) will not operate the aforementioned equipment, machinery, and tools without passing the safety testing requirement as administered by the JCHS faculty.

I have read these rules, or have had them read to me, and understand them. As a student in the class, I promise to follow the rules at all times; and I further understand and accept the consequences for not following said rules.

Student Signature and Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature and Date: _____

_____/_____/_____

Parent Contact Information (Cell/Home/Preferable Email address)

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Have questions? Please reach out...Mr. Merritt's email:
mcmerritt@madisoncity.k12.al.us

This ENTIRE SAFETY agreement will be ONLINE throughout the semester on Mr. Merritt's JCHS website.