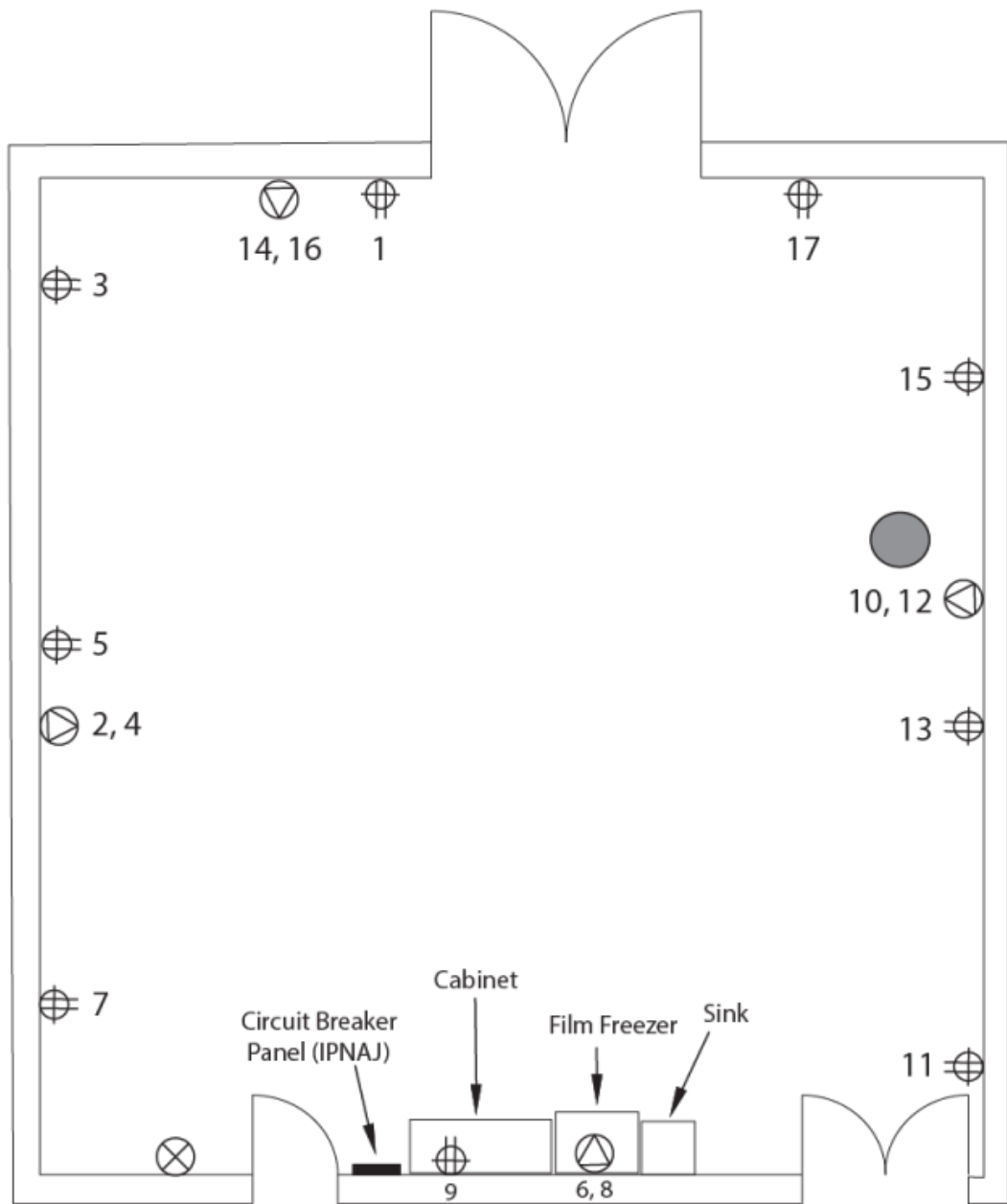


# Studio Safety and Scaffold

# General Safety and Security

- Security 1-604-844-3838 (direct Line)
- Emergency phones in hallways:3838
- Local 3838
  
- Telephone located by Stairway B.
- Fire extinguisher located in D1381 hallway. Just outside Production Studio Door.
- Fire alarms located by Stairway B and East entrance doorway.



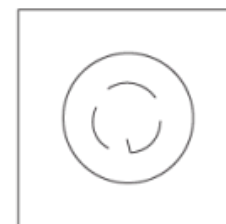
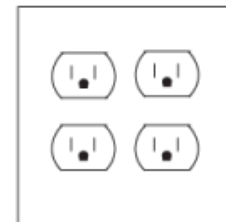
4 - Receptacle **15A** Outlet



Twist-Lock **20A** Outlet



DMX Control Receptacle



# Circuit Breaker

- If a circuit breaker trips contact JCI Help immediately at 1-844-617-4699.
- They are mandated to provide a response within 15min.
- Email: [BE-CA-EmilyCarrUniversity@jci.com](mailto:BE-CA-EmilyCarrUniversity@jci.com)

# Studio In-Use Lighted Sign

- Turn on In-Use Light when actively shooting.
- When outside the studio be aware of In-Use Light/Sign. When it is on be quiet in the D1381 Hallway area.

# Backdoor to outside

- Never leave the door open unattended. Security of the Studio is your responsibility.
- There is a specific order you **must** follow to properly operate the back door.

# Back Door – To Open

- Always make sure that the right-side door is fully secured – both bottom and top locks are securely in place so that the door will not move.
- Push against the push-handle on the left-side door so that door opens.
- Only then can you release the right-side door locks (top and bottom) to open the right-side door.

# Back Door – To Close

- Follow open instructions in reverse.
- Close the right-side door first. Secure both top and bottom locks.
- Close left-side door completely until locks are engaged.
  
- Door is not alarmed until building closes.
- Security of the Studio and contents are your responsibility during your booking.



# Curtains

- Do not lean anything against the curtain.
- Do not store anything behind the curtain.

# Stacking Chairs

- Top chair legs get stack **in front** of the bottom.
- Do not stack more than 5 chairs high.

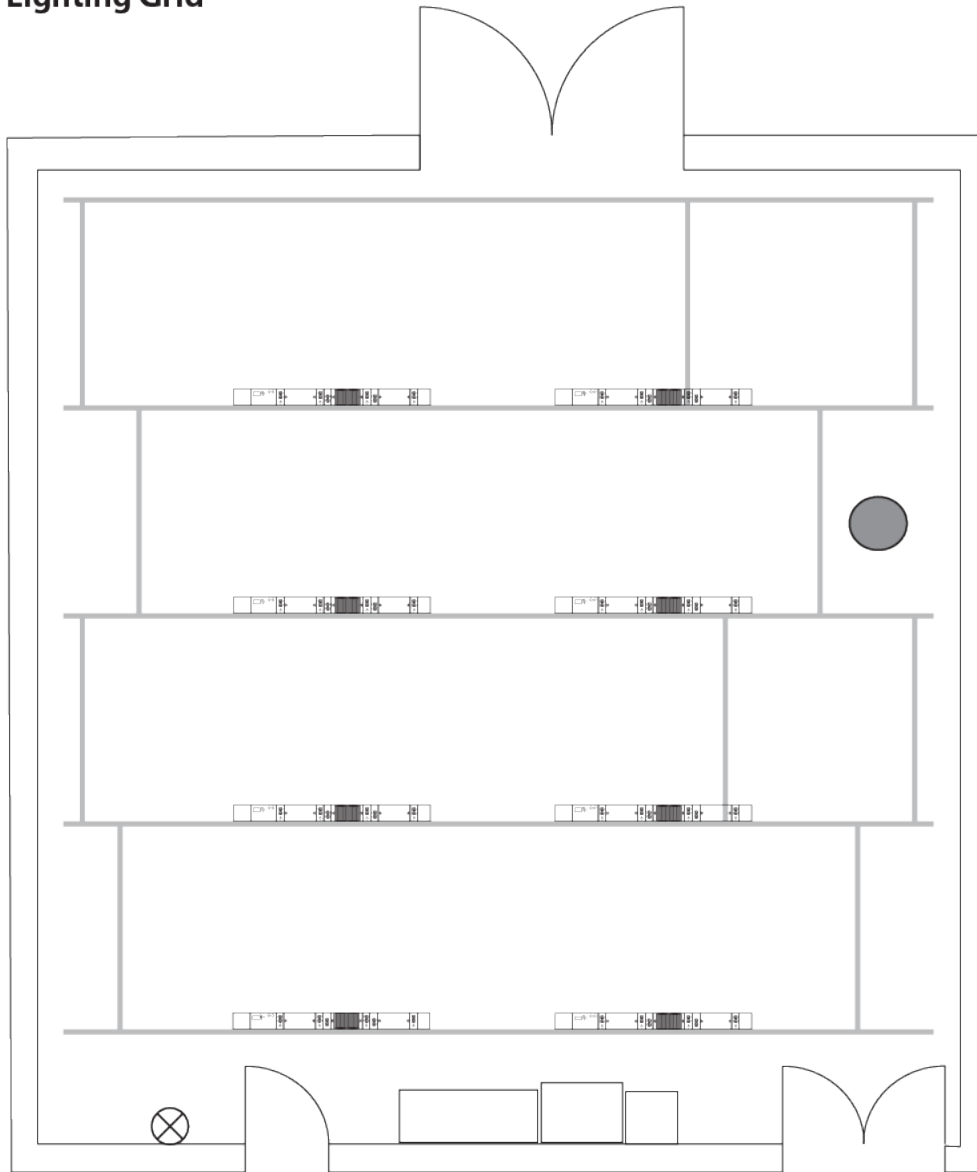


# Green Room

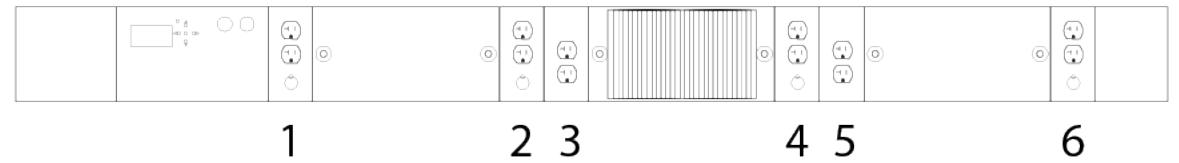
- The Green Room D1383 is a shared room with the Photo Studio and must be booked separately when desired.
- A Room Booking Request Form must be filled out.

# Production Studio D1387

## Lighting Grid



Place lights only on the lighting grid, not on utility pipes.



- 1 - On/Off
- 2 - On/Off
- 3 - Dimming
- 4 - Dimming
- 5 - On/Off
- 6 - On/Off

 DMX Control Receptacle

# Scaffold Safety

- Only authorized students may use the Scaffold.
- Wear proper footwear.
- Wear appropriate clothing.
- Never ride a moving scaffold.
- Lock all wheels once scaffold is in position.
- Fall-safety belt required for climbing scaffold.
- Hard hat required for climbing scaffold.
- Hard hat required for working around scaffold. Always maintain a 4-foot perimeter otherwise.