

AMHERST COMMUNITY THEATER SAFETY POLICIES

Updated 9/28/22

Amherst Community Theater strives to ensure a positive, safe, and respectful environment that inspires all members to realize their full potential in theater. We want everyone to:

- A. Feel comfortable, safe and valued.
- B. Demonstrate and practice respect for self, others, and their environment.

We are committed to working to build an inclusive, positive climate where all are free from harassment, bullying or violence of any kind.

Included in these Safety Guidelines are: General Safety Guidelines and Rules, Code of Conduct, Safety Guidelines and Rules for Youth Green Room at Bowker Auditorium, Emergency Guidelines.

General Safety Guidelines and Rules

There are three basic respect rules. Respect yourselves, others, and the environment.

- Violence, name calling, bullying, negative verbal or physical contact, or harassment of any kind will not be permitted.
- Adults should model good clear boundaries with other adults and children.
- Teens should set a positive tone for younger members and not engage in inappropriate activities.
- Members should not pair off and find private areas to spend time with one another during the run of the show.
- All cast members should be spoken to and about in a polite and appropriate tone.
- Any serious complaint (violence, bullying, harassment) against an Amherst Community Theater member should be directed to the producer and should include details, names of those involved with the incident with details and dates. The producer will determine what to do with the complaints.

Code of Conduct for Amherst Community Theater Members

All individuals associated with Amherst Community Theater are Amherst Community Theater Members.

As a member of Amherst Community Theater, I will:

- **Respect all cast members, crew members, production team members, and volunteers with whom I interact.**
- **Respect the physical environment by keeping my belongings neat, keeping my costume and makeup where they belong.**
- **Be respectful of the set and props.**
- **Follow the directions of the production team and adult volunteers.**
- **Support my fellow Amherst Community Theater members to the best of my ability.**
- **Be aware of my responsibilities to the show.**
- **Report any safety concerns to an adult volunteer/supervisor.**
- **Maintain appropriate physical and emotional boundaries with both adults and children involved with the show.**
- **Come to rehearsals and calls five minutes early and be prepared to do my best.**
- **Be pleasant and cheerful to work with.**

Safety Guidelines and Rules for Youth Green Room at Bowker Auditorium

- All children should be listed on a form and signed in and out of the Youth Green Room upon arrival and dismissal during all rehearsals and performance days/nights, by a parent, guardian, or other authorized adult.
- The Youth Green Room will have a first aid kit supplied by Amherst Community Theater.
- The Youth Green Room will hold a copy of the emergency information collected at the start of the rehearsal process, which will include three emergency contact numbers, hospital of choice and any allergy or medical information that is important to ensure the safety of the child.
- Cast Members will be provided adequate privacy and appropriate supervision in dressing room areas.
- If an adult must have a private conversation with a child, this should be accomplished by being discrete but still staying in an open space where both are visible.
- Volunteers are not permitted to discipline a cast member. Any difficulty with a child that rises to the level of possible disciplinary action should be brought to the attention of the producer.
- No child is ever to be punished by physical discipline, isolation, or physical restraint.
- All adults working with children are subject to Massachusetts child reporting laws - if you suspect abuse or neglect you are obligated to report this to a supervisor - in this case the show producer.

Amherst Community Theater Emergency Guidelines

In case of an actual emergency/crisis which is a natural disaster, severe weather, fire, chemical or hazardous material spill, shooting, bomb threat, medical emergency, accidental death or act of terror: call the Emergency Services at 911 and if at Bowker locate a UMass staff member to let them know what is happening.

Everyone should have clear knowledge of any rehearsal / performance space; Bowker (the building) and its many exits, Amherst Regional Middle School, Bangs Community Center, and Amherst Department of Public Works.

In case of an Evacuation of any building: Please Leave! Exit at the nearest door or window and leave the building in a quiet, quick manner. Check in with the production stage manager, rehearsal stage manager, or child-care coordinator who will account for all cast, crew, production members, and visitors.

IF AT BOWKER, FOLLOW ALL DIRECTIONS GIVEN BY UMASS PERSONNEL!!!

In case of a Lockdown at Bowker Auditorium: (A lockdown is used when evacuation would be dangerous) Lock all outside doors. Be quiet. Stay together in a secure area. Do not use any cell phones or electronics of any kind. Wait for a trained person to clear the area.

Roles and responsibilities during an evacuation/crisis at Bowker:

- **UMass staff are in charge at Bowker.**
- **UMass Stage Manager is the Liaison to emergency responders.**
- **Amherst Community Theater Production Stage Manager is responsible for the safety of Amherst Community Theater Members with the assistance of the Amherst Community Theater Youth Green Room Coordinator.**