

# M N O P E R A

## Safety, Health, and Emergency Action Handbook



*Updated 8/30/22 eab*

This page intentionally left blank

# Table of Contents

SAFETY POLICY .....	5
FIRST RESPONSE .....	6
ACCIDENT AND EMERGENCY RESPONSE .....	6
EMERGENCY RESPONSE.....	6
IN A MEDICAL EMERGENCY.....	6
REPORTING A FIRE .....	8
REPORTING A BOMB THREAT .....	11
EARTHQUAKES.....	12
TORNADOS OR VIOLENT WINDSTORMS .....	12
ELEVATOR EMERGENCY .....	14
SECURITY THREAT.....	15
ACTIVE SHOOTER .....	16
EMERGENCY EVACUATION PLANS.....	18
EMERGENCY EVACUATION GENERAL INFORMATION .....	18
EVACUATING THE OPERA CENTER.....	18
EVACUATING THE ORDWAY CENTER.....	22
EVACUATING THE STINSON WAREHOUSE.....	24
NON-EMERGENCY ACCIDENTS .....	25
FIRST AID KITS .....	25
ACCIDENT REPORTING & WORKERS' COMPENSATION .....	26
GENERAL WORKPLACE SECURITY AND SAFETY.....	27
DISTURBANCES AND CONFRONTATIONS .....	27
THEATER ENTRANCES AND BUILDING SECURITY.....	27
DRUG AND ALCOHOL USE .....	27
SMOKING POLICY .....	28
VALUBLES.....	28
HAZARD COMMUNICATION PROGRAM.....	28
FLEET SAFETY .....	28
HAZARDOUS WASTE DISPOSAL.....	29
A FINAL REMINDER.....	32

This page intentionally left blank

## **SAFETY POLICY**

Minnesota Opera has a continuing commitment to the prevention of accidents and injuries, the protection of property, and the proper training in all areas of safety and health. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program includes:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate, or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.

## **RESPONSIBILITY FOR SAFETY**

The responsibility for safety and health is a collaborative effort between employer and employee.

**Minnesota Opera** accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing safeguards required to ensure safe conditions.

**Employees in supervisory positions** will be responsible for ensuring that all operations in their areas are performed safely and with proper equipment and techniques; provide training on equipment in their areas; monitoring areas for hazard or factors which may cause accidents; and correcting or reporting existing hazards. Supervisory personnel will also promote positive attitudes towards health and safety to employees in their department.

**Employees** will be responsible for actively participating in and practicing proper safety and health procedures. All employees will be responsible for following all safety and health policies, the correct use of safety and protective equipment, and reporting all injuries and accidents that may occur in a timely manner. Employees will take the initiative to notify management of unsafe equipment, practices, or procedures that are observed.

# **FIRST RESPONSE**

## **ACCIDENT AND EMERGENCY RESPONSE**

Emergencies and accidents are unpredictable and can happen at any time or place. It is important that you familiarize yourself with the following procedures in case of an emergency. Know what to do and whom to call.

### **EMERGENCY RESPONSE**

Minneapolis and St. Paul are both serviced by an emergency 911 number. This number can be used to contact Fire, Police, or Medical assistance. If a life-threatening accident or other emergency occurs, emergency support should be summoned immediately.

#### **IN A MEDICAL EMERGENCY**

- KEEP CALM. DO NO HARM to others or yourself. Check the area to make sure it is safe for you to enter and then check the condition of the victim.
- Call for emergency help:
  - From an Opera Center phone - dial 9-911
  - From the Stinson Warehouse phone - dial 911
  - From an Ordway Center phone - dial 9-911
  - From a cell phone - dial 911
  - From a pay phone - dial 911 (no money needed)
- When calling in an emergency, give the following information.

##### **For the Minnesota Opera Center**

- You are calling from the Minnesota Opera Center, located at 620 North First Street in Minneapolis.
- Where in the building the accident victim is located.
- Describe the nature and severity of the medical problem.
- The phone number where you are.

##### **For the Minnesota Opera Stinson Warehouse**

- You are calling from the Minnesota Opera Warehouse, located at 749 Stinson Blvd in Minneapolis.
- Where in the building the accident victim is located.
- Describe the nature and severity of the medical problem.
- The phone number where you are.

##### **For the Ordway Center for the Performing Arts**

- You are calling from the Ordway Center located at 345 Washington Street in St. Paul.
- The stage door entrance is located on 5<sup>th</sup> Street, just west of Washington Street.
- Where in the building the accident victim is located.
- Describe the nature and severity of the medical problem.
- The phone number where you are.

- Notify the Security Desk if at the Ordway Center.  
Notify your department head, Assistant Technical and Facilities Director, and HR Director at the Opera Center.
- Designate a person to wait outside the appointed building entrance to escort EMS to the victim.
- Do not attempt CPR or use of an AED unless you have been properly trained. Know the locations of the building's AED devices before you may be required to use one. **AEDs are located in the following places:**

- **Opera Center:** Level 1 next to passenger elevator
- **Minnesota Opera Warehouse:** North end of main floor near electrical panels
- **Ordway Center:** Stage Door, DSL Stage Manager Console, FOH Patron Services

At the Opera Center, a list of AED and CPR certified personnel is posted next to the AED on Level 1 and next to the First Aid Kit on Level 3 near the mail machine.

- Keep the victim still and comfortable until help arrives. Do not move the victim unless there is a direct danger to them from the incident scene area. Do not attempt to give water to an unconscious person. Keep in mind the potential hazard of blood borne pathogens that may be associated with the victim's bodily fluid.

## Blood Borne Pathogen Considerations

One cannot tell by merely looking at someone whether or not they have a disease that can be transmitted by contact with their blood. Some bodily fluids can transmit blood borne diseases too (sputum and urine are not, unless visibly contaminated with blood, included in this group by OSHA and the CDC).

Caution is advised whenever blood or suspect bodily fluids are involved. Use personal protective measures whenever possible. Thoroughly wash hands after contact with suspected fluids even if gloves are worn.

If blood or suspect bodily fluids remain at the scene after the person is transported, it will need to be cleaned by trained emergency response personnel.

At the Minnesota Opera Center, Blood Borne Pathogen Protection/Clean-Up Kits are located:

- In the Props Office in the Scene Shop, Level 1
- On the pillar outside the Dance Studio, Level 2

At the Minnesota Opera Center, the following personnel are trained in Blood Borne Pathogen Safety and the proper use of clean-up kits:

- Corinna Bakken
- Jerry Smith
- Josh Peklo

All Ordway crew and staff are trained in Blood Borne Pathogen safety and clean-up annually. The props and housekeeping departments have Blood Borne Pathogen Protection/Clean-Up kits.

## REPORTING A FIRE

If you discover a fire, phone **911**, give the address of the location you are at, and specify where in the building the fire is and the severity of the fire.

### Building Locations:

- Opera Center: 620 North First Street, Minneapolis
- Stinson Warehouse: 749 Stinson Boulevard, Minneapolis
- Ordway Center: 345 Washington Street, St. Paul; stage entrance on 5<sup>th</sup> Street west of Washington St.

### Fire Extinguishers

**DO NOT** attempt to fight the fire with a portable extinguisher if you have not been trained in its proper use. If you are using a fire extinguisher, be sure to stay between the exit and the fire.

It is always safer to attempt to extinguish a small fire than to let it continue to burn while waiting for the fire department to arrive. If the fire has consumed more than two square feet of space (or above waist high), has the potential to threaten people or flammable chemicals, or cannot be extinguished with the use of one fire extinguisher, alert all occupants of the building, call the fire department, and begin immediate evacuation (see **Evacuation Plans** section of this handbook).

To signal an Evacuation of the Opera Center, utilize one of the building's fire alarm pulls, located in the following places:

- **Level 1:** By front door alarm panel
- **Level 1:** By back door alarm panel
- **Level 1 Scene Shop:** Back door of paint room
- **Level 1 Scene Shop:** Back door of welding area
- **Level 1:** In Jones Studio
- **Lower Level:** In Bemis Rehearsal Hall

For those trained with fire extinguishers, please remember the **P-A-S-S** procedure:

- P** – Pull the pin on the extinguisher handle.  
**A** – Aim the nozzle or hose at the base of the fire.  
**S** – Squeeze or press the handle.  
**S** – Sweep from side to side at the base of the fire until it is extinguished.

*Familiarize yourself with the locations of fire extinguishers before you may need to use one.*

All fire extinguishers in the Minnesota Opera Center are serviced and certified every fall. Extinguishers are most commonly classified as types A, B, C, or ABC according to the type of fire they can be used on. Most extinguishers are clearly labeled on the side with their type. Unless otherwise noted, all extinguishers in the Opera Center are ABC.

- **A** – Ordinary combustibles including paper, cloth, wood, and upholstery.
- **B** – Flammable liquids including gasoline, oil, and grease.
- **C** – Electrical fires.
- **ABC** – Used on all fire types.

**Opera Center Fire Extinguisher Locations:**

- **Level 4: Costume Shop**
  - Sewing area by front windows
  - Spray Booth
  - Break area by back windows
- **Level 3M: Administration & Conference Room**
  - At top of central staircase
  - Outside conference room door
- **Level 3: Administration**
  - Reception / Restroom area
  - By the rear stairwell
- **Level 2: Production, Dance Studio, Costume Storages, Offices**
  - Production office on wall inside door to the left
  - On pillar outside Dance Studio
  - Inside costume storage, by the door
- **Level 1: Scene Shop, Jones Studio, Ticketing**
  - Scene Shop:
    - By restroom
    - By miter saw on pillar
    - Wood Shop Garage Door
    - Assembly Room – right side of entrance from wood shop
    - Welding Area by back door
    - Paint Room – right side of entrance from wood shop
    - Paint Room by back pedestrian door
- **Lower Level: Bemis Rehearsal Hall, Dressing Rooms, Storage, Wenger Rooms**
  - Hallway outside of Bemis – next to callboard
  - Inside Bemis double doors from hallway – to the right
  - Prop Storage Room – by double doors to center storage room
  - Deck Storage Room – on pillar in middle of room
  - Outside Freight Elevator
  - Truss Storage Area – in back of room by door to Wenger rooms
  - Inside both Elevator Rooms (requires special key 1A)

## Ordway Center Fire Extinguisher Locations

- **Music Theater Stage**
  - Downstage left by SM console
  - Upstage left by door to loading dock
  - Downstage right by fly rail
  - Upstage right by fly rail
- **Other Stage Level Locations**
  - Loading Dock
- **Basement Level**
  - Carpentry Shop
  - Trap Room
- **Drake and US Bank Rooms (Level 2)**
  - In central food prep area
- **Production Wing**
  - In Stairwells on each level

## REPORTING A BOMB THREAT

Bomb threats are an act of terrorism. To provide for the safety of all personnel and patrons all threats are to be taken seriously until safety can be confirmed. Bomb threats usually occur by phone. Any suspected bomb threat must be reported to your supervisor immediately.

The person receiving a bomb threat call should remain calm and try to obtain as much information as possible from the caller, such as:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?

Listen to the tone and any distinguishing characteristics of the voice and what background noises can be heard.

Write the above information down as you are talking to the person or as soon as you hang up. You may also dial \*69 to try to get the caller back on the phone.

If you should spot a suspicious object, package, etc., report it to your supervisor but under no circumstances should you touch it, tamper with it, or move it in any way.

If you receive a bomb threat, immediately turn all cell phones and radios OFF and do not turn them back on until the threat has been cleared by proper authorities.

## EARTHQUAKES

During an earthquake: Drop, Cover, and Hold on.

- Drop – Drop to the floor (preferably in a protected place away from windows) before the shaking knocks you down.
- Cover – Protect yourself by taking cover under a desk or table. If there is no table or desk nearby, sit on the floor against an interior wall away from windows, and objects that might topple.
- Hold on – Hang on and protect your eyes by pressing your face against your arm.

After the shaking stops:

- Stay calm. More people are injured in panicked flight than during the earthquake itself.
- Check yourself for injuries, and then check others. Give first aid and assist with the rescue of persons trapped by building debris or furniture
- Look for small fires and extinguish them if possible.
- Expect aftershocks. Each time you feel one, Drop, Cover, and Hold on.
- Evacuate the building and process to your designated gathering site.

## TORNADOS OR VIOLENT WINDSTORMS

The National Weather Service describes a tornado as a rapidly rotating slender funnel-shaped cloud which destroys everything along its narrow path. Researchers have found that 90% of tornadoes move from a southwesterly direction. However, it should be noted that tornadoes are extremely unpredictable and should not be second guessed.

Two defined conditions are recognized by the National Weather Service:

1. **Tornado Watch:** Means that the weather conditions in the area are such that a tornado could develop. This information is put out by the National Weather Service as weather bulletins on local news media. Check a weather radio for updates.
2. **Tornado Warning:** Means that a tornado has actually been spotted in the Hennepin County area and that there may be danger to life and property if protective measures are not taken by people in its path. Hennepin County Civil Defense sirens will sound an alert when the National Weather Service issues a Tornado Warning. (Tornado sirens are tested on the first Wednesday of every month at 1:00P.) Please note: The siren will only sound for approximately 3 minutes. The siren turning off is NOT an indicator that the storm has passed.

### Opera Center Weather Radio Locations

- **Level 4**
  - Shelf outside of Costume Director's Office
- **Level 3**
  - On top of Staff Mailboxes, in Evacuation Box
- **Level 2**
  - Production Office on shelves by the office door
  - Pillar outside Dance Studio
- **Level 1**
  - Props Office
- **Lower Level**
  - Facility Manager's Desk

### **Tornado Emergency Procedure**

In the event of notification of a Tornado Watch, the Assistant Technical and Facilities Director or Production Stage Manager will monitor the weather radio for further information. The remainder of the staff can take safety precautions such as putting away valuable papers and closing blinds on all windows.

Should a tornado be sighted or if the Hennepin County Civil Defense Sirens sound, all personnel will seek shelter on the lower level in the props storage area. Supervisors will ensure that their direct reports have moved to an appropriate shelter. All staff should also check the area around to see if all office mates are seeking shelter.

Each floor has been assigned one staff member (and one alternate) responsible for alerting staff and enforcing the floor's evacuation:

- **Level 4:** Costume Director (Costume Administrator)
- **Levels 3M & 3:** Human Resources Director (VP, Administration and Board Relations)
- **Level 2:** Production Stage Manager (Associate Production Director- Admin)
- **Level 1 Scene Shop:** Production Carpenter (Associate Production Director- Admin)
- **Level 1 Ticket Office:** Patron Services Manager (Patron Services Coordinator)

All staff, artists, and visitors will be asked to stay together on the lower level and not to seek shelter separate from the group.

Once the alert has ended, the Assistant Technical and Facilities Director or Production Stage Manager will notify the Fire Department if there are injuries or property damage. Immediate first aid will be provided if needed.

## ELEVATOR EMERGENCY

If you get stuck in the passenger elevator:

1. Push or pull alarm button or use the phone provided.
2. State the floor number if known and car number, which is printed on the inside of the phone panel door (car number = 003806).
3. Remain calm. Sit down if necessary.
4. Answer the phone if it rings. Turn off the alarm bell if you hear someone talking to you.
5. Do not attempt to force the doors open.
6. If a medical emergency occurs, call 911.

If you hear the elevator alarm or are aware that someone is trapped in the elevator:

1. Call Steve Mittelholtz's cell phone: (612) 327-1007.
2. If you cannot reach Steve, call Minnesota Elevator: (800) 708-2762.

Both of the above phone numbers are also posted inside the elevator.

## **SECURITY THREAT**

Minnesota Opera strives to be a safe place for all personnel. On rare occasions we do have suspicious visitors in our building. Please bear in mind that our building is not open to the public and we do not have public restrooms or telephone access. It is everyone's responsibility to be smart about building security. Make it a habit to check that the lobby doors are securely locked when passing through the ground floor. Notify the Facility Manager of any problems with the doors.

In the event of threatening or suspicious visitors or intruders:

- If the individual threatens violence or you suspect that they may become violent, remain calm and courteous, but do not tolerate abusive behavior. State firmly that you do not wish to argue and you want the person to leave. Do not aggravate or touch the individual. Try to keep an object like a desk or chair between yourself and the individual to maintain distance. If it is possible to leave the area, go to a "safe" room with locks on the inside of the door and call 911 immediately. The Ticket Office and Production Office are examples of such rooms.
- If the individual represents only a nuisance and poses no threat to person or property, please calmly escort them out of the building and double check to ensure that the lobby doors are locked.
- If the individual is clearly harmless and has inadvertently wandered into a non-public space, please assist them in getting back to where they should be. Escort them out of the building if that is where they need to go.

# ACTIVE SHOOTER

Adapted from the U.S. Department of Homeland Security.

## Profile of an Active Shooter

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 and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. The immediate deployment of law enforcement is imperative to stop the shooting and mitigate harm to victims.

Because active shooter situations often do not last more than 10 to 15 minutes (i.e. before law enforcement arrives on the scene) individuals must be prepared both mentally and physically to deal with an active shooter situation.

## Good Practices for Coping with an Active Shooter Situation

1. Call 911 when it is safe to do so.
2. Be aware of your environment and any possible dangers.
3. Take note of the two nearest exits in your work area and various areas of the building.
4. If you are in an enclosed office, stay there and secure the door.
5. If you are in a hallway, get into a room and secure the door.
6. As a last resort, attempt to subdue the active shooter. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

## How to Respond to an Active Shooter

Quickly determine the most reasonable way to protect your own life. Remember that patrons and vendors are likely to follow the lead of employees during an active shooter situation.

1. **RUN/EVACUATE** – If an escape is possible, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering areas where an active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
2. **HIDE** – If evacuation is not possible, hide in a place where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the shooter's view
  - Provide protection from shots fired (i.e. an office with a locked door)
  - Not trap you or restrict your options for movement

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and ensure it will not vibrate
- Turn off any source of noise
- Hide behind large objects (i.e. cabinets, desks, etc.)
- Remain quiet

**If evacuation and hiding are not possible:**

- Remain calm
- Dial 911 and alert law enforcement of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**3. FIGHT/TAKE ACTION AGAINST THE ACTIVE SHOOTER** – As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by:

- Acting as aggressively as possible against them
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

**What to Anticipate from Law Enforcement**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams, although a single officer may be the first to take action
- Officers may wear regular patrol uniforms or external body armor, helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

**How to React when Law Enforcement Arrives**

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e. bags, backpacks, jackets, etc.)
- Immediately raise both hands and spread your fingers
- Keep hands visible at all times
- Avoid making quick movements towards officers such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises

**Information to Provide Law Enforcement or 911 Dispatchers**

- Location of the active shooter
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

**The first officers to arrive on the scene will not stop to help injured persons.** Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will remove any injured persons. They may also call upon able bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or assembly point 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 until law enforcement authorities have instructed you to do so.

# EMERGENCY EVACUATION PLANS

## EMERGENCY EVACUATION GENERAL INFORMATION

Exits in all Opera Company performance and work facilities are clearly marked. In any theater or work space, all employees must immediately evacuate the building when an alarm or other means is used to signal evacuation.

- Proceed calmly, do NOT run.
- Do NOT use an elevator to evacuate.
- Do NOT turn on or off the lights.
- DO close doors behind you.

Immediately exit the building by the nearest designated exit and proceed to the appropriate evacuation meeting point. Supervisors should have a list of everyone who is working that day and all employees will check in with their supervisor. Remain in the meeting area until the proper authorities have determined it is safe to return to the building. So that all personnel can be properly accounted for, please do NOT leave the meeting point unless instructed to do so by your supervisor.

Employees requiring evacuation assistance will be assigned a "buddy" by their supervisor to aid them in evacuation. The supervisor should have a list of people requiring assistance and their assigned buddies, and will determine an assembly area for the people who require assistance to gather.

The fire towers (enclosed stairwells) at the front and back of the Opera Center building are designated areas of rescue. If you are unable to safely evacuate, wait in a fire tower and emergency personnel will be directed to meet you here and assist you.

Emergency Evacuation Boxes are located throughout the building. In the event of an evacuation the area supervisor (or alternate) should take the Evacuation Box with them. Evacuation boxes will contain flash lights; paper, markers, and tape for posting signs as needed; and a list of personnel who normally work in the area. Emergency Evacuation box locations are listed by area below and on the following page.

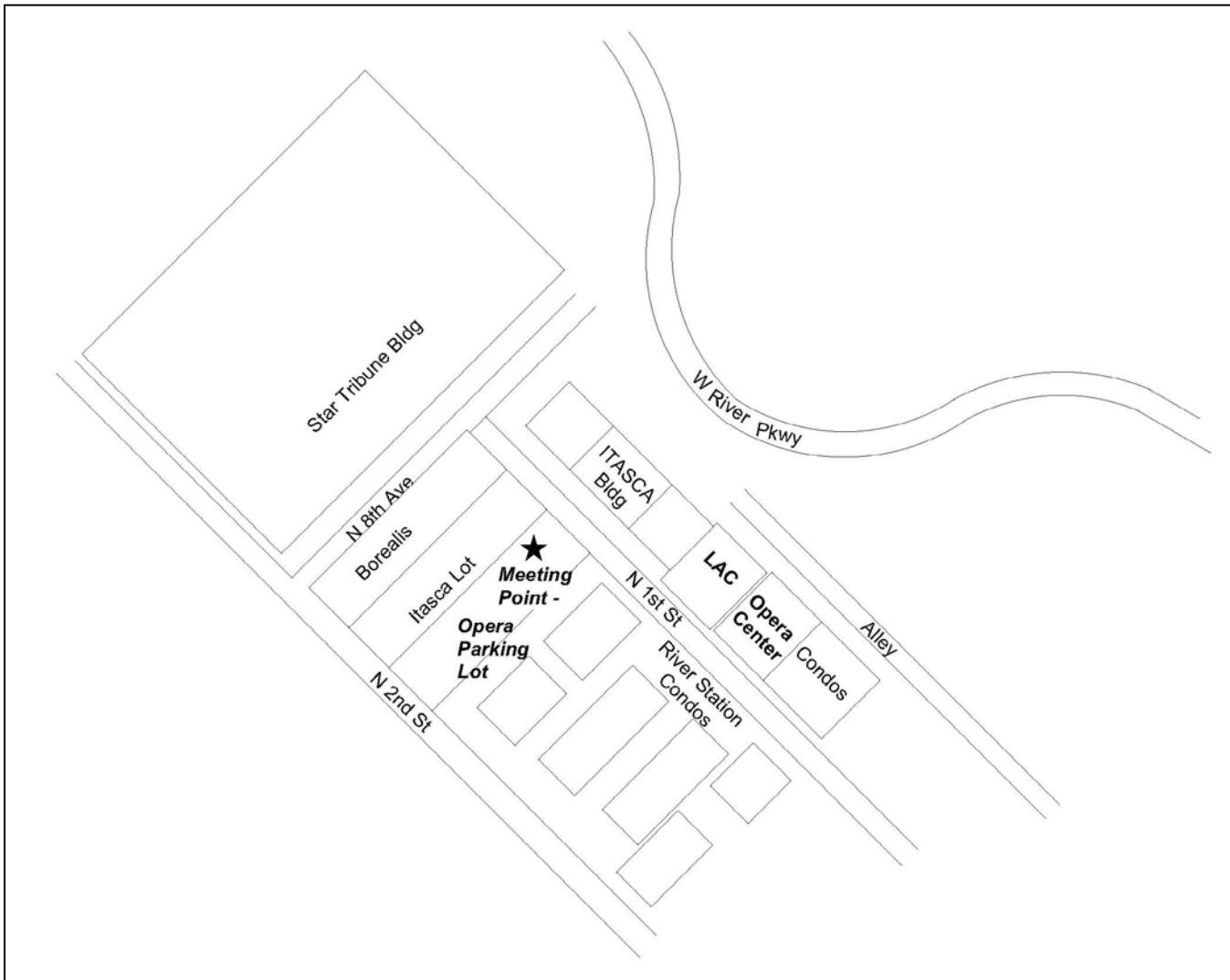
## EVACUATING THE OPERA CENTER

If an emergency in the Opera Center requires evacuation, use the following procedure. Evacuation instructions in each area will be given by the staff member listed (or alternate). The staff member listed (or alternate) should take the area's Evacuation Box with them.

- **Level 4: Costume Shop** – Costume Director (Costume Administrator)
  - Turn off irons or other heat sources.
  - Take Evacuation Box from shelves outside the Costume Director's Office.
  - Close doors.
  - Exit via rear stairwell and out the back door.
  - Immediately proceed around the building and across North First Street to the Minnesota Opera parking lot.
- **Level 3M: Administration** – Development Director (Development Manager)
  - Take Evacuation Box from bookshelf by printers.
  - Exit via front stairwell and out the front door, and proceed across the street to the Minnesota Opera parking lot.
- **Level 3: Administration** – Human Resources Director (VP, Administration and Board Relations)
  - Take Evacuation Box from top of mailboxes on level 3.
  - Close doors.
  - Exit via front stairwell, out the front door, and proceed across the street to the Minnesota Opera parking lot.

- **Level 2: Production Office** – Associate Production Director- Admin (Technical and Facilities Director)
  - Take Evacuation Box from top of gray file cabinets in production office.
  - Close doors.
  - Exit via rear stairwell and out the back door.
  - Immediately proceed around the building and across North First Street to the Minnesota Opera parking lot.
- **Level 2: Front Offices, Costume Storage, Dance Studio** – PSM (Luminary Arts Center Director)
  - Take Evacuation Box from inside staging staff office.
  - Close doors.
  - Exit via front stairwell, out the front door, and proceed across the street to the Minnesota Opera parking lot.
- **Level 1: Scene Shop** – Production Carpenter (Associate Production Director- Admin)
  - Take Evacuation Box from the Props Office.
  - Close doors.
  - Exit through the back of the shop to the alleyway, then proceed immediately around the building and across North First Street to the Minnesota Opera parking lot.
- **Level 1: Ticket Office** – Patron Services Manager (Patron Services Coordinator)
  - Take Evacuation Box from inside ticket office.
  - Close the ticket window and door to ticket office.phone r
  - Exit via the front door and proceed across the street to the Minnesota Opera parking lot.
- **Level 1 & Lower Level: Rehearsal and Practice Rooms** – Production Stage Manager or Calling Stage Manager (during production periods) or Ticket Office Staff (non-production periods)
  - Personnel in Jones exit out the emergency door to the sidewalk.
  - Personnel in Bemis exit out the emergency door to the sidewalk.
  - PSM/SM or Ticket Office Staff ensure that all doors are closed and no personnel are left behind in rehearsal rooms, practice rooms, green room, or lower level restrooms.
  - If during production period, PSM/SM take Evacuation Box from white shelves in Bemis.

**Meeting Point: Minnesota Opera Parking Lot**



If the emergency is widespread, fire department personnel will direct all individuals to a neighborhood rally point based on the type and location of the emergency. If fire department personnel direct you to a rally point other than the Minnesota Opera parking lot, follow their directions and check in with your Opera department supervisor as soon as possible upon arrival at the rally point.

### **Accountability During an Opera Center Evacuation**

It is extremely important that all employees be accounted for during an evacuation.

- Supervisors will survey their areas to be sure all personnel are clear of the building or provide names and locations of those awaiting evacuation assistance.
- Immediately upon reaching the meeting point, supervisors should account for all personnel working in their department that day.
- Supervisors will inform the Production Stage Manager (or Assistant Technical and Facilities Director) as soon as possible whether all personnel are accounted for or if any personnel have failed to report to the meeting point. During production periods, after 5:00p or on weekends, supervisors on site will report to the Production Stage Manager.
- The Technical and Facilities Director and/or Assistant Technical and Facilities Director will sweep the building (if safe and possible) to make sure everyone has evacuated.
- Supervisors will be responsible for checking in the following personnel. Designated alternates for supervisors are listed in parentheses. In situations where the VP of a department is not onsite, the highest ranking supervisor in the department should report to the PSM in their stead.

MNOP Supervisor	Personnel
Production Stage Manager (Assistant Technical and Facility Director)	All other supervisors report to PSM or Facility Manager with departmental status updates.
VP, Administration and Board Relations	Administration staff
VP, Artistic	Artistic Staff
VP, Impact	Impact Staff
Patron Services Manager (Patron Services Coordinator)	Patron Services Staff
Associate Production Director- Admin (Production Carpenter)	Scene Shop Staff
Costume Director (Costume Administrator)	Costume Staff
Associate Production Director- Admin (Technical and Facilities Director)	Production Staff, Visiting Designers
Assistant Technical and Facilities Director (Production Stage Manager)	Personnel affiliated with Opera Center space rentals
ASM 1 (alternate ASM)	Staging Staff, Music Staff, Guest Principal Artists, RAPs
ASM 2 (alternate ASM)	Chorus, Supers, Dancers, Specialty Performers
Youth Chorus Director (Youth Supervisor)	Youth Chorus
Company Manager (Principal Coach and Chorus Director)	Orchestra and Banda
VP, Impact (Creative Development Programs Manager)	Youth Opera Circle and Studio Participants and Staff

**Re-entering the building:** Employees will be permitted to re-enter the building after authorities deem the building safe. You should never re-enter an evacuated building unless given permission by authorities.

## **EVACUATING THE ORDWAY CENTER**

Emergency exits are clearly marked throughout the Ordway Center. In the Production Wing, Facility Evacuation Plans (FEPs) are also posted on each floor. Familiarize yourself with the routes to the nearest emergency exits before you may be required to use them.

If an emergency in the Ordway Center requires evacuation, use the following procedure.

1. Notify Ordway Production Coordinator on duty and Ordway Security. The Security Desk will dial 911.
2. Opera Stage Manager will confirm evacuation necessity with Ordway staff before making any announcements to the audience.
3. Stage Manager will call in the fire curtain. (Note: if building fire alarms are triggered, the fire curtain will fall automatically. The curtain starts in very fast but will automatically slow as it nears the floor.)
4. During a Final Dress Rehearsal or Performance, Stage Manager will make the following announcement to the audience:

*"Attention please: This building is being evacuated. Please proceed calmly to the nearest exit. Do not use elevators. If you are unable to use stairs, please wait on the staircase landings for Ordway staff to assist you. Thank you."*

5. Stage Manager will call house lights and work lights to full.
6. Stage Manager will announce on headset and via the backstage paging system the following:

*"Attention please: the building is being evacuated. Please calmly leave the building via the nearest exit. Do not use elevators. After exiting, please report to your supervisor in the Traveler's Insurance Company parking lot, located at the northeast corner of 5<sup>th</sup> Street and 7<sup>th</sup> Street. Do not leave this meeting point unless instructed to do so by your supervisor."*

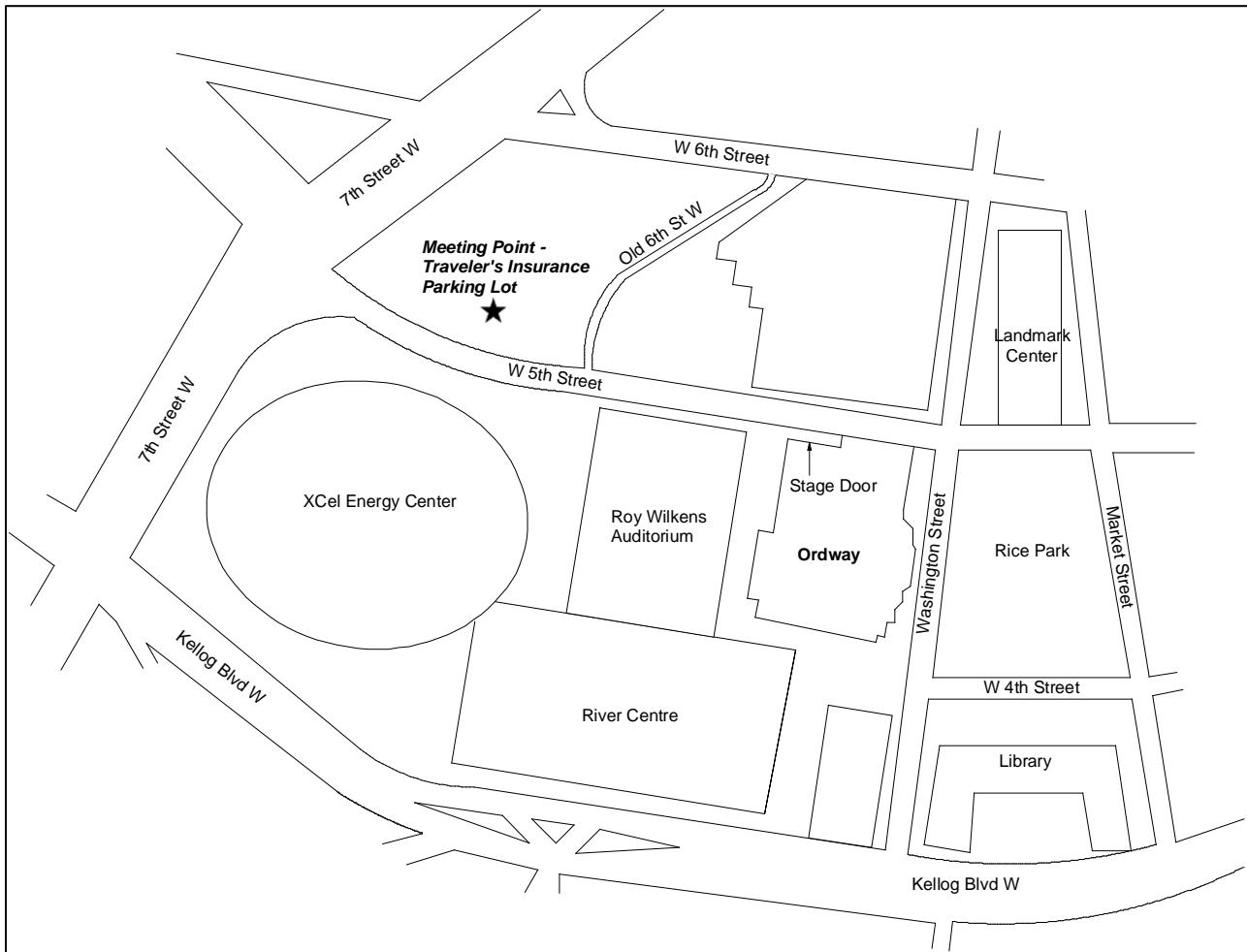
7. During a Final Dress Rehearsal or Performance, the Front of House Staff will open all exits, assist all patrons in exiting the building, and ask them to meet in an open area out of the way of officials. Do not use the elevator. If fire or smoke blocks a particular exit, reroute patrons to another exit.
8. If time permits, staff and crew will close and lock all doors, windows, safes, and firewalls in each area, turn off all electronic equipment, and leave the building via the nearest exit. Do not use the elevator. Check doors for heat before opening. If smoke is present, keep near the floor.
9. The Opera Stage Manager will pick up a spare Ordway radio from the cabinet down stage left before exiting the building. Tune to security channel to communicate with Ordway staff.
10. Once out of the building, meet the rest of your department in the designated area.
11. The building may be reoccupied only after the alarm is turned off and notice is given by proper authority.

### **Evacuation Routes**

- From the Music Theater Stage or Downstage Left Dressing Rooms: Exit via Stage Door
- From the Production Wing: Exit via Staircases on either end of hall – staircases exit to outdoors on ground level
- From the Basement Level: Go upstairs to stage level, exit via Stage Door

**Meeting Point: Traveler's Insurance Parking Lot**

After exiting the building, please proceed to the **Traveler's Insurance Company Parking Lot**, located at the north east corner of 5<sup>th</sup> Street and 7<sup>th</sup> Street.



### **Accountability During an Ordway Evacuation**

It is extremely important that all employees be accounted for during an evacuation.

- Supervisors will survey their areas to be sure all personnel are clear of the building or provide names and locations of individuals awaiting evacuation assistance.
- Immediately upon reaching the meeting point, supervisors should account for all personnel working in their department that day.
- Supervisors will inform the Opera's Production Stage Manager as soon as possible whether all personnel are accounted for or if any personnel have failed to report to the meeting point.
- Supervisors will be responsible for checking in the following personnel:

MNOP Supervisor	Personnel
Production Stage Manager	All other supervisors report to PSM with departmental status updates
Technical Director (VP, Production)	Visiting Designers, Lighting Coordinator, Production Carpenter, Senior Carpenters, Props Manager, MNOP Stage Hands (ie: painter, shop staff)
Costume Director (Wardrobe Supervisor)	MNOP Costume Staff
ASM 1 (alternate ASM)	Staging & Music Staff, Guest Principal Artists, RAPs, Titles Caller
ASM 2 (alternate ASM)	Chorus, Supers, Dancers, Specialty Performers
Youth Chorus Director (ASM 1)	Youth Chorus
Company Manager (Principal Coach and Chorus Director)	Orchestra and Banda

- All employees are required to proceed quickly and remain at their designated meeting areas until instructed by authorities.

### **Re-Entering the Building**

Employees will be permitted to re-enter the building only after authorities have determined that the building is safe. You should never re-enter an evacuated building unless given permission by authorities.

## **EVACUATING THE STINSON WAREHOUSE**

If an emergency in the Stinson Warehouse requires evacuation, use the following procedure:

1. Dial 911. The warehouse telephone is located in the corner by the workbench and light switches.
2. Notify the on-site supervisor.
3. If time permits, close and lock doors, turn off any electronic equipment, and leave the building via the nearest exit. Check doors for heat before opening; if smoke is present, keep near the floor.
4. Once out of the building, meet across the parking lot by the All Furniture Commercial Services building.
5. The building may be reoccupied only after the alarm is turned off and notice is given by proper authority.

## **NON-EMERGENCY ACCIDENTS**

### **FIRST AID KITS**

All first aid kits are supplied with items for treating minor injuries and ailments such as bruises, cuts, sprains, or splinters. First aid kits are located in the following places.

#### **Opera Center**

- **Level 4: Costume Shop**
  - In the restroom
  - In the kitchen
- **Level 3M: Administration**
  - On shelves by printers
- **Level 3: Administration**
  - On wall by mail machine
- **Level 2**
  - On pillar outside Dance Studio
- **Level 1: Scene Shop**
  - By Tool Crib
- **Lower Level**
  - In Props Storage Room, on shelves near double doors to Bemis
  - In SM Road Box when in props storage room

#### **Ordway Center**

During all performances there is an onsite medic who can be called via the house radios. (Ask the security desk, on duty Ordway production coordinator, or house crew with a radio to summon medic assistance.)

- **Music Theater Stage**
  - Downstage left next to stage manager console
  - Downstage left near double doors to dressing rooms
- **Other Main Level**
  - Stage Door Security Desk
  - Front of House Box Office
  - Front of House Patron Services
- **Basement Level**
  - Carpentry Shop
- **Production Wing 3<sup>rd</sup> Floor**
  - Copy Room (requires key)

# ACCIDENT REPORTING & WORKERS' COMPENSATION

## **First Report of Injury**

All accidents or injuries must be reported to the employee's supervisor as soon as possible. In accordance with OSHA and Workers' Compensation policies, injured employees are required to complete a First Report of Injury form, which will be submitted to the Opera's Workers' Compensation Insurance provider. This form is available from the Human Resources Director or your supervisor and must be completed within 24 hours of an injury. If you do not complete this form in a timely manner your Worker's Compensation claim may be rejected. If your injury is not significant enough to require medical treatment, you must still complete the form and mark the "incident" box. This reporting also aids Minnesota Opera in identifying and correcting unsafe working conditions.

## **Treatment for Workplace Injuries**

When an employee completes a First Report of Injury form they will be provided with information on Minnesota Opera's Workers' Compensation policy and receiving treatment under this policy.

If an on-the-job injury requires immediate attention by a physician, the following urgent care and emergency rooms are available. By Minnesota state law, the injured party may see any physician of their choosing and have treatment covered by Worker's Compensation.

### **North Memorial Urgent Care – Roseville**

1835 County Road C West, Suite 150

Roseville, MN 55113

(763) 783-6200

Hours: Daily 8:00a – 8:00p (EXCEPT New Year's Day, Easter, Thanksgiving, & Christmas Day; Limited Hours on New Year's Eve, Memorial Day, Independence Day, Labor Day, and Christmas Eve)

<https://northmemorial.com/location/roseville/>

### **The Urgency Room – Eagan**

*Staffed by Emergency Room Doctors*

3010 Denmark Avenue

Eagan, MN 55121

(651) 789-9900

Hours: 365 Days a year, 8a - 10p

<http://www.urgencyrroom.com/>

### **Hennepin County Medical Center Emergency Room – Minneapolis**

701 Park Avenue

Minneapolis, MN 55415

(612) 873-3000

Open 24 Hours

[www.hcmc.org](http://www.hcmc.org)

### **Regions Hospital Emergency Room – St. Paul**

640 Jackson Street

St. Paul, MN 55101

(651) 254-3456

Open 24 hours

[www.regionshospital.com](http://www.regionshospital.com)

If possible, have someone call the clinic or ER to alert them that someone is coming in, the extent of the injuries, and that the person is covered by workers' compensation.

## **GENERAL WORKPLACE SECURITY AND SAFETY**

### **DISTURBANCES AND CONFRONTATIONS**

Employee involvement is key in responding to preventing workplace violence. Each of us has a personal responsibility to contribute to a safe and secure workplace by avoiding behavior which could provoke or escalate into a hostile situation, and by immediately reporting any incidence of workplace violence to your supervisor.

Signs of potential conflict are:

- Talking, writing, or joking about inappropriate or hostile acts.
- Threats or talk about retaliation.
- Denial that anything is wrong, when by the person's behavior and talk something clearly is.
- A marked change in behavior (i.e.: attendance, performance, attitude, etc.)

Minnesota Opera places the highest priority on the health and safety of our employees and visitors. We have zero tolerance for intimidation, threats, harassment, or violence of any kind.

### **THEATER ENTRANCES AND BUILDING SECURITY**

Please enter through the stage door whenever working in the theater. The stage entrance at the Ordway Center is located on 5<sup>th</sup> Street, just west of Washington Street. The stage door entrance is maintained by building security staff. Security staff may require you to show your Minnesota Opera access card and/or a photo ID, which will be checked against a master list of authorized personnel. Upon entering and leaving the building, please sign in and out via the iPads at the stage door. Unauthorized personnel will not be permitted backstage at any time. While working in the Ordway, Opera staff should carry their access cards with them at all times.

### **DRUG AND ALCOHOL USE**

Consistent with the applicable state and federal law, Minnesota Opera prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (except as authorized by a physician) or alcohol on Minnesota Opera property or while engaged in Minnesota Opera business.

Minnesota Opera intends to establish and maintain a work environment that is free from the effects of alcohol and controlled substances. All employees are expected to report to work ready to perform their duties safely and efficiently. They are also expected to obey the law and observe Opera prohibitions against the presence of drugs, unless medically necessary, on the premises. Where the involvement with drugs interferes with such expectations, individuals may be offered appropriate assistance as with any health problem, or be subject to disciplinary action as the circumstances require. Employees violating this policy will be subject to discipline up to and including suspension without pay or termination of employment.

The possession, transfer, sale, purchase, or use of illegal drugs or alcohol or involvement in any such activity engaged in by others, while performing work for Minnesota Opera or on Opera premises, at any time, is covered by this policy, including referral for legal prosecution as appropriate.

This policy will not be construed to prohibit the reasonable use of alcohol at company social events. Moderate consumption of alcoholic beverages may be acceptable at certain Minnesota Opera events (e.g.: annual luncheon, Holiday party, fundraising events, etc.) as determined and approved in advance. However, employees must remember to conduct themselves in a business appropriate manner at all times. Unprofessional or unruly conduct as a result of drinking alcohol at any staff function is unacceptable and may result in disciplinary action. Minnesota Opera will not knowingly permit the use of alcoholic beverages

to any employee under the Minnesota legal drinking age of 21 years old. Any employee under the age of 21 consuming alcoholic beverages at a company social event will be subject to discipline.

## SMOKING POLICY

The Minnesota Opera Center has been designated as a non-smoking area; this includes e-cigarettes. Cigarette, pipe, and cigar smoking not only present health risks to the smoker, but more importantly, a lit cigarette presents fire and safety hazards. A lit cigarette is an ignition source looking for that volatile solvent or nook full of sawdust. To prevent fire hazards, smoking is permitted in outdoor areas only. Please dispose of all cigarettes properly.

## VALUBLES

Do not bring anything to the theater you would not want to lose. Expensive jewelry, large sums of money, and other items of value should be left at home or locked in the trunk of your car. Minnesota Opera is not responsible for the loss of personal items unless they have been specifically collected by stage management for storage during dress rehearsals and performances. Minnesota Opera stage management personnel will collect all performer valuables bags (with or without contents) at half hour and all performer valuables bags will be returned immediately following the end of the rehearsal or performance.

## HAZARD COMMUNICATION PROGRAM

OSHA has instituted the requirements of a Hazard Communication Standard in all workplaces. It was originally developed for the manufacturing industry but now applies to all workplaces.

Safety Data Sheets (SDS) for any potentially hazardous materials used in the Opera Center are located in a SharePoint database. These will contain information on the possible hazardous ingredients, health hazard data, first aid procedures, and special protection information. Please read and familiarize yourself with Safety Data sheets.

Direct link to SDS Database (mobile device compatible):

<https://minnesotaopera789.sharepoint.com/SitePages/Home.aspx>

To access SDS from a desktop computer:

1. Log in to your **Microsoft Office Portal**: <https://portal.office.com> (use your MNOP log in credentials)
2. Click the **SharePoint** link
3. Click **MN Opera Homepage** (along the left side of page)
4. In the file list, click **SDS** (on the right side of page)

If an SDS for a new product needs to be added to the database please contact Assistant Technical and Facilities Director, Jerry Smith ([jsmith@mnopera.org](mailto:jsmith@mnopera.org)).

When special effects involving any chemical ingredients are used onstage (such as theatrical haze, pyrotechnic effects, etc.) Safety Data Sheets will be posted on callboards in the performance venue.

## FLEET SAFETY

Only authorized personnel are permitted to drive the Minnesota Opera Scene Shop truck. Driving records will be checked prior to an individual becoming an authorized driver. Any accidents or incidents which occur while driving the shop truck must be reported to your supervisor or the Human Resources Director in a timely manner.

## **HAZARDOUS WASTE DISPOSAL**

Minnesota Opera is a licensed very small quantity generator. We generate less than 100kg of or 220 pounds of hazardous waste per year. Our certificate is on file and renewed annually.

Waste collection for removal should be removed from the premises when the holding container is full or every 6 months, whichever occurs first.

### ***PLEASE DIAL 911 IF THERE IS AN EMERGENCY CAUSED BY A HAZMAT SPILL OR REACTION***

**REGULATED CHEMICAL WASTE:** The US Environmental Protection Agency (EPA) and MN Environmental Protection Division (EPD) regulate and monitor the disposal of certain chemicals through the Resource Conservation and Recovery Act of 1976 and the Minnesota Hazardous Waste Management Act. As such, MN Opera is subject to random and unannounced inspections by these agencies. Repercussions of violations include public written notification and could include monetary fines. Additionally, some chemicals may not be specifically regulated, but proper disposal is appropriate due to Clean Water Act concerns or simply a best practices approach. The following guidelines assist in maintaining regulatory compliance. Chemicals potentially subject to these regulations consist of waste products as well as unused chemicals that no longer have any useful or economic value. More specifically, this includes any chemical that is off spec, expired, contaminated through use, no longer needed, unstable or whose identity is unknown. Since employees are not expected to characterize chemicals in their work area to determine if it is a regulated chemical, all chemicals to be disposed of should be done so through the Hennepin County Environmental Services (HCES). Disposal of chemicals in the sanitary sewer or by mixing with regular trash is not acceptable. Evaporation of volatile wastes is also unacceptable. Once a chemical or chemical waste is determined to be no longer useful, it is then characterized by the HCES to determine whether it is a regulated hazardous waste. However, to ensure wastes are not improperly disposed of, defining characteristics and specific lists of regulated chemicals will be explained here. A chemical's safety data sheet (SDS) is a good source for finding these characteristics.

### **CHARACTERISTICS OF A HAZARDOUS WASTE:**

**Flammability:** Flash point <140 °F (60°C) (e.g. alcohols, paints, solvents); capable of starting a fire spontaneously, or through friction or contact with water (pyrophoric) (e.g. trimethylaluminum, magnesium powder); ignitable compressed gas (e.g. acetylene); oxidizer (e.g. oxygen, silver nitrate)

**Reactivity:** Undergoes a violent change without detonation (e.g. picric acid); reacts violently, forms potentially explosive mixtures or generates toxic gas when contacted with water (e.g. sodium metal); contains reactive sulfide or cyanide; readily capable of detonation (e.g. azides)

**Corrosivity:** Liquid with pH <2 or >12.5 (e.g. acids or bases); corrodes steel at 6.35 mm/yr (e.g. hydroxides)

### **HANDLING GUIDELINES:**

**Segregation of Chemicals:** Chemical wastes from each specific process should be stored separately unless approval is received from the Environmental Compliance Program Office (ECP) (404-727-5922). At a minimum, the following wastes should be stored separately: Acids, Bases, Amines, Cyanides, Metals, Oxidizers, Solvents, Sulfides, Water Reactives and Extremely Toxic compounds.

**Containers and Packaging:** Wastes must be stored in containers made of a compatible material. For example, strong acids may not be stored in plastic bottles, and hydrofluoric acid may not be stored in glass bottles. HCES is usually not able to provide containers for chemical storage, nor are waste containers returned unless specifically instructed to do so. Empty containers in which the product was originally received are best reused as waste containers. HCES can provide consultation should you wish to purchase special waste containers. All waste containers must have tightly fitting caps and be kept closed at all times except when waste is actually being added. Funnels left in the bottle mouth are not acceptable. Do not overfill liquid containers. To minimize spillage, allow enough air space for expansion.

**Labeling:** All waste containers must be labeled as to their contents and approximate concentrations. When reusing empty bottles, the original label must be completely defaced. Unused chemicals in their original containers do not need additional labeling. Inventory Sheet-An inventory sheet must accompany

all surplus and waste chemicals received (Quantities listed should be container size - not the amount in the container. For bagged or boxed wastes such as contaminated debris, approximate volumes of the bag or box should be given. For wastes containing mixtures of chemicals, an approximate or range of concentrations should be listed for each chemical, including water.

**Waste Pickups:** Contact Steve Mittelholtz or Mark Maurer to schedule a pickup. Chemicals can be transported in personal vehicles. Waste Minimization/Waste Disposal is a costly and environmentally sensitive issue. Since it is illegal to treat or otherwise reduce hazardous waste after it's been generated, it is Mn Opera policy to minimize as much hazardous waste generation as possible. Possible methods of waste minimization include substituting non-hazardous chemicals for those with regulatory implications or for those of increased toxicity. See each specific waste stream for possible substitutions. Purchasing Control is another method to reduce waste. Purchase only those amounts of product necessary and donate unused products to another user.

#### **SPECIFIC WASTE GUIDELINES:**

Following are the most common wastes generated by Opera/Theater productions. Please contact Steve Mittelholtz Facilities Manager (ext#557) or Mark Maurer Scene Shop Supervisor (ext#587) if you are unsure of how to dispose of something.

**Adhesives:** Adhesives, epoxies, cements and glues often contain flammable components and must be disposed of as chemical waste. Hardened adhesives can be disposed of in the regular trash if they do not contain any of the constituents listed under Regulated Hazardous Waste.

**Aerosol Cans:** Aerosol cans present a unique hazard in that the pressurization of the container is oftentimes more dangerous than the compound within. Therefore, all aerosol cans, whether full or empty, must be handled as chemical waste. To reduce aerosol waste, use "open" cans completely before starting a new can. To prevent clogs, spray the can upside down after each use and use the propellant to clean the nozzle.

**Asbestos:** Asbestos can potentially be found in older building materials such as floor and ceiling tiles, and countertops, as well as equipment like tong holders or high temperature gloves. Only trained personnel should conduct renovation of or around asbestos. Please use caution when encountering these types of materials.

**Batteries:** Batteries should be returned to the supplier for recycling if possible. Otherwise, all batteries except standard dry cell alkaline or zinc air batteries must be disposed of through the Environmental Compliance Program as chemical waste. This includes, but is not limited to, lead acid, silver oxide, lithium ion (Li), lithium hydroxide (LiH), mercury (Hg), nickel cadmium (NiCad) or nickel hydride (NiH, NiMH) batteries. Anyone handling used batteries must be trained in these procedures. Cover terminal ends with non-conductive (i.e., electrical) tape. Package batteries into a box and label with "Used Batteries" and the date the first battery was removed from service. Larger lead acid batteries, similar to the size found in vehicles, do not need to be boxed. Leaking batteries must be packaged in Department of Transportation (DOT) approved plastic pails. Batteries being collected in quantities greater than ten must be segregated by type, boxed up (preferably in their original packaging), and with the type of battery written on the box. If you only occasionally replace batteries, you may store them temporarily at your building as long as the containers are labeled, in good condition, and stored in a secured, covered area off the ground. Used batteries must be disposed of within 6 months from the date on the box.

**Bulbs and Lamps:** Certain types of lamps or bulbs contain mercury or other metals under high pressure and are a regulated waste when spent and must be disposed of as chemical waste. Care must be taken not to break these types of lamps. These include, but are not limited to, fluorescent and ultraviolet (UV) lamps, and projector lamps. pressure and are a regulated waste when spent and must be disposed of as chemical waste. Care must be taken not to break these types of lamps. These include, but are not limited to, fluorescent and ultraviolet (UV) lamps, and projector lamps. Anyone handling spent lamps must be trained in these procedures. Lamps must be packaged into a box that is kept closed at all times except when adding lamps. Label the box with "Used Lamps" and the date the first lamp was removed from service. Do not tape or bind lamps together. If you only occasionally change lamps, you may store them temporarily as long as the containers are labeled, in good condition, and stored in a secured, covered area

off the ground. Store lamps only until a box is completely filled or for multiple boxes, no longer than a week. Unintentionally broken lamps must be cleaned up immediately and placed in a thick plastic bag inside a box labeled as "Used Lamps" with the date the lamp was removed from service or broken, whichever is earliest. Gently sweep the glass so as to not create dust when cleaning up broken pieces. Used lamps must be disposed of within 6 months from the date on the box.

**Cleaning Products:** Cleaning products should be used up completely whenever possible. Many cleaning products can be corrosive or flammable in their undiluted state and must be disposed of as chemical waste. See above for disposal of aerosol cans.

**Compressed Gas:** Cylinders must be returned to the supplier from which they were obtained. Only refillable cylinders should be purchased. If a cylinder cannot be returned to the supplier, contact the Hennepin County Compliance Program Office to determine the appropriate method of disposal.

**Contaminated Rags and Spill Cleanup Debris:** Rags and other materials used to absorb liquids may be hazardous waste depending on what material was absorbed. If the chemical contaminant meets any of the above definitions or is listed under Regulated Hazardous Waste, the absorbent must be disposed of as chemical waste.

**Empty Containers:** Completely empty and dry chemical containers may be disposed of in the regular trash as long as they didn't contain a heavy metal (cadmium yellow).

**Equipment:** Computers, monitors, TVs and other electronics contain heavy metals and must be sent to Steve Mittelholtz for recycling.

**Linseed Oil:** Linseed oil is very flammable and can be collected with other solvents listed below.

**Mercury:** Metallic mercury is most commonly found in thermometers, thermostats, and blood pressure gauges. As the potential for spills and contamination is great, mercury containing articles should not be used in projects. Any such articles should be removed as chemical waste.

**Oils:** Oil and lubricants, including vegetable oil, must be handled as chemical waste. All containers of waste oil must be labeled "Used Oil". Make special note of older oils found as these may contain polychlorinated biphenyls (PCBs). Do not mix these with other oils.

**Oily Rags:** Rags contaminated with oil should be collected as chemical waste. Rags contaminated with Linseed oil must be collected in a container that can be securely closed because they can self ignite if left to dry out.

**Paints and Paint-Related Materials:** Dispose of all paints, stains, glazes, primers, sealers, epoxies, paint thinners, etc. as described under Chemical Waste Disposal Program. Only washes from water based paint may go down the drain. Empty paint containers may go in the regular trash if they are completely empty and dry and did not contain any heavy metals (i.e. cadmium yellow). Oil based paints may not be left open to solidify but latex paints can. See "Aerosols" above, for information on disposal of spray paint cans. To reduce paint waste, try to use only water based or powder coat paints whenever possible. Storing paint properly will increase its useful life. If you have leftover paint, donate it to another user rather than disposing of it

**Plastics:** May be rinsed out and be recycled.

**Solvents:** Alcohols, thinners, and turpentine are flammable and must be disposed of as chemical waste and should never be poured down the drain. These items may be mixed in the same waste container

**Unknowns:** If unable to identify an unlabeled or unknown compound, it should be disposed of immediately as chemical waste. The item must still be listed on the Chemical Inventory Form.  
Links for specifics and schedules of hazardous wastes.

ADDITIONAL RESOURCES:

<https://www.hennepin.us/business/recycling-hazardous-waste/management-disposal>  
<https://search.epa.gov>  
<https://www.pca.state.mn.us/waste/hazardous-waste>  
<https://www.pca.state.mn.us/sites/default/files/w-hw2-53.pdf>

## A FINAL REMINDER

Safety is everyone's responsibility. Please report any safety issues to your supervisor or to the Human Resources Director, Facility Manager, or Production Stage Manager.

This page intentionally left blank

To report any  
**EMERGENCY**  
Day or Night, including  
**Fire – Police – Ambulance**  
**DIAL 911**  
**From Opera Center or Ordway Phone Dial 9-911**

### **OTHER IMPORTANT NUMBERS AND ADDRESSES**

Minneapolis Non-Emergency Police <i>Summons a police officer to a non-emergency scene</i>	(612) 348-2345
Minneapolis Police Precinct 1	(612) 673-5701
Minneapolis Non-Emergency Fire	(612) 673-2890
St. Paul Non-Emergency Police	(651) 291-1111
St. Paul Non-Emergency Fire	(651) 266-8989
Minnesota Opera Human Resources Dir.	(612) 342-9552
North Memorial Urgent Care 1835 County Road C West, Roseville 55113	(763) 581-9250
Urgency Room 3010 Denmark Ave, Eagan 55121	(651) 789-9900
Hennepin County Medical Center ER 701 Park Avenue, Minneapolis 55415	(612) 873-3000
Regions Hospital ER 640 Jackson St., St. Paul 55101	(651) 254-3456
National Poison Control Center National Suicide and Crisis Lifeline	(800) 222-1222 988 (Text and voice calls)
Ordway Center Security Desk	(651) 282-3070