

# MN OPERA

## Safety, Health, and Emergency Action Handbook



*Updated September 19, 2024, lb, gc*

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## 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 prevent injuries and illness and prepare MNOP staff for emergency situations.

Our safety and health program includes:

- Providing safeguards to the maximum extent possible.
- Conducting inspections to find and eliminate, or control, safety and health hazards and unsafe working practices.
- 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 every accident promptly and thoroughly to find out what caused it and correcting 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; providing training on equipment in their areas; monitoring areas for hazards 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 practicing proper safety and health procedures: following all safety and health policies, correctly using safety and protective equipment, and reporting all injuries and accidents in a timely manner. Employees will take the initiative to notify management of unsafe equipment, practices, or procedures that are observed.

This handbook provides concise directions in emergency situations. There are links within that include supplementary information and first response resources. It is asked that first response resources are kept close by to be referenced in emergency situations.

## 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 and locations of first aid equipment before an emergency occurs.

911 is used to contact Fire, Police, or Medical assistance.

If a life-threatening accident or other medical emergency occurs, call 911 immediately.

Definitions of medical emergency needing immediate medical attention, ambulance, etc.:

- Loss of consciousness
- Severe blood loss
- Life and limbs are threatened

### 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.
- Yell for assistance.
- Call 911
  - From an Ordway Center phone – dial 9-911
  - From all other locations and cell phones, dial 911
  - Follow operator's instructions.
- Give the following information.
  - Address
    - Opera Center: 620 North First Street, Minneapolis
    - Luminary Arts Center: 700 North First Street in Minneapolis.
    - Stinson Warehouse: 749 Stinson Boulevard, Minneapolis
    - Ordway Center: 345 Washington Street, St. Paul; Stage Door entrance on 5<sup>th</sup> Street, west of Washington St.
  - Where in the building the victim is located
  - Description of the nature and severity of the medical problem
  - The phone number you are calling from
- If at a MNOP building, notify your Department Head or Supervisor and HR Director. Do not wait to make contact with HR before taking action.
- If at the Luminary, please find Luminary Staff Member for assistance.

- If at the Ordway: Notify the Security Desk at 651-282-3070
  - 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.)
- Designate a person to wait outside the appointed building entrance to escort EMS to the victim.
- If not trained in First Aid, CPR and AED, yell for someone that is trained. If this is not an option, continue following the 911 operator's instructions. This may include administering First AID/CPR and operating an AED. Remember to look for a medical tag or bracelet.
- 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 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.

## FIRST AID KIT LOCATIONS

### Opera Center

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

### Luminary Arts Center

- Upper Level - Office
- Lower Level Green Room
- Concession's Refrigerator Room

### Warehouse - CLASS B

- By main light switches and worktable.

### 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 representative, 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)



## BLOOD BORNE PATHOGENS CLEAN UP KIT LOCATIONS

### Opera Center

- Level 1: In the Scene Shop by the first aid kit near the tool crib
- Level 2: On the pillar outside the Dance Studio
- Level 4: TBD

### Luminary:

- TBD

### Ordway Center:

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

## AED LOCATIONS

- **Opera Center:** Level 1 next to passenger elevator
- **Minnesota Opera Warehouse:** by main light switches and worktable.
- **Ordway Center:** Stage Door, DSL Stage Manager Console, FOH Patron Services
- **Luminary:**
  - Lobby Level in lightlock next to concessions door
  - Stage Level on the Northeast corner wall by alley stairwell

# RECOMMENDED STAFF THAT SHOULD HAVE REGULAR TRAININGS

## First Aid/AED/CPR & Bloodborne Pathogens

<ul style="list-style-type: none"> <li>• VP Production</li> <li>• Associate/Assistant Production Directors</li> <li>• Technical Director</li> <li>• Assistant Technical Director</li> <li>• Production Stage Manager</li> <li>• Assistant Stage Managers</li> <li>• Assistant Director</li> <li>• Scene Shop Supervisor</li> <li>• Costume Director</li> <li>• Costume Administrator/Wardrobe Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Luminary Arts Center Director</li> <li>• Luminary Arts Center Front of House Manager</li> <li>• Luminary Arts Center Rentals Manager</li> <li>• Luminary Arts Center House Technician</li> <li>• Youth Programs Music Director(s)</li> <li>• Company Manager</li> </ul>
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## Fire Extinguisher

<ul style="list-style-type: none"> <li>• Technical Director</li> <li>• Assistant Technical Director</li> <li>• Production Stage Manager</li> <li>• Assistant Stage Managers</li> <li>• Assistant Director</li> <li>• Scene Shop Supervisor</li> <li>• Costume Director</li> <li>• Costume Administrator/Wardrobe Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Manager</li> <li>• Luminary Arts Center Director</li> <li>• Luminary Arts Center Front of House Manager</li> <li>• Luminary Arts Center Rentals Manager</li> <li>• Luminary Arts Center House Technician</li> </ul>
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## Fire Safety

### REPORTING A FIRE

If you discover a fire:

- ❖ **Pull fire alarm** to signal an evacuation
  - **Opera Center** - all fire alarm pulls can be found on the ground level next to all exit doors.
  - **Luminary** - the fire alarm pull is in the electrical room.
  - **Ordway Center** - contact Ordway staff to pull alarm
  
- ❖ **Phone 911**, give the address of your location 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. St Paul
    - Luminary Arts Cener: 700 N 1<sup>ST</sup> St, Minneapolis
  
- ❖ If trained, **EXSTINGUISH FIRE**
  - **DO NOT** attempt to fight the fire with a portable extinguisher if you have not been trained in its proper use. Please call out for a trained person and follow the standard evacuation procedures.
  - For those trained in the usage of fire extinguishers, please remember the **P-A-S-S** procedure. For more information regarding the usage of fire extinguishers can be found in First Response Recourses at [THIS LINK](#).
  - 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.

## 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: All found in 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
  - Prop Shop – just inside door from paint room
  
- **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

## EMERGENCY EVACUATION PLANS

### GENERAL INFORMATION

Exits in all Minnesota Opera performance and work facilities are clearly marked. ALL employees, volunteers and guests must evacuate the building when an alarm or other method is used to signal evacuation.

### GENERAL INSTRUCTIONS FOR EVACUATION OF ANY MNOP LOCATION.

- Turn Off heat sources: space heaters, irons, etc
- Walk to the Exits
- Use the stairs, not the elevator
- Leave lights as they are
- Close doors behind you
- Walk to the evacuation meeting point - "Muster Point"
- Check in with your supervisor
- Stay at muster point until given instructions by your supervisor or Emergency Services Authority

Use the Evacuation Reporting Structure in the following pages to know who to check in with once you've evacuated.

In each department, a Supervisor and Alternate will track who is present each workday. They will take attendance at the evacuation muster point and report this information to the assigned MNOP Point Person.

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

## EVACUATING THE OPERA CENTER - Muster Point: Parking Lot

There are six exit doors on the first floor of the Opera Center

### FRONT OF BUILDING

- Main entrance
- Jones rehearsal room
- Bemis balcony

### BACK OF BUILDING

- Rear stairwell
- Paint shop
- Steel/Layout shop

The Muster Point is the Staff Parking lot. Map with pathways on following pages.

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

Staff will follow **General Information** instructions for evacuation from previous page.

Use the Evacuation Reporting Structure in the following pages to know who to check in with once you’ve evacuated.

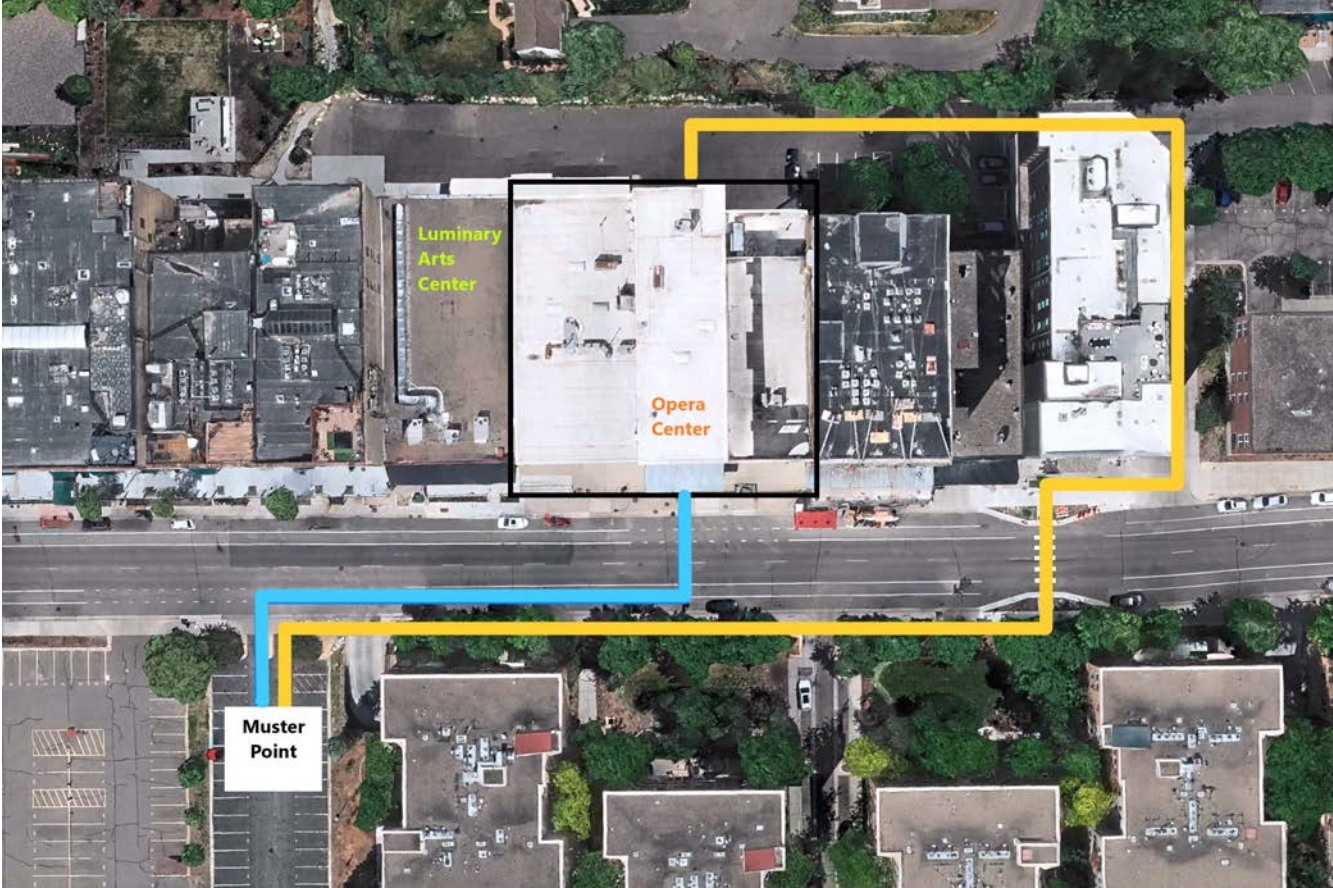
### SUPERVISORS EVACUATION INSTRUCTIONS:

- Survey work areas to be sure all personnel are exiting the building
- Turn Off heat sources: space heaters, irons, etc
- Grab your Evacuation Box
- Walk to the muster point
- Take attendance of your staff: *offsite today, present at muster point, present in fire tower (front or back of building?), missing from muster point.*
- Report to MNOP Point Person regarding who is missing or is in a fire tower awaiting evacuation assistance.
- Stay at muster point until given instructions by your MNOP Point Person or Emergency Services Authority

Emergency Evacuation Boxes are located throughout the building. Evacuation boxes contain a flashlight; a list of personnel who normally work in the area; and paper, markers, and tape for posting signs as needed.

Emergency Evacuation box locations are listed at [THIS LINK.](#)

**Muster Point: Minnesota Opera Parking Lot**





## EVACUATION REPORTING STRUCTURE - OPERA CENTER

IF SUPERVISOR IS NOT AVAILABLE, REPORT TO MNOP POINT PEOPLE

Department Personnel Report to →	MNOP Supervisor (or Alternate) Report to →		MNOP POINT PEOPLE
<b>MARKETING AND COMMUNICATIONS:</b> Manager Senior Graphic Designer Content and Engagement Coordinator	Marketing and Communications Director AND/OR Associate Patron Services Manager	VP ADVANCEMENT	VP ADMINISTRATION AND/OR EXECUTIVE MANAGER AND/OR HR DIRECTOR
<b>PATRON SERVICES STAFF:</b> Associate Director Manager Associate Manager Representatives			
<b>DEVELOPMENT STAFF:</b> Institutional Gifts Officer Advancement Communications Coordinator Annual Fund and Campaign Manager Development Coordinator Gift Officer Assoc. Stewardship and Engagement Director	Development Director AND/OR Major and Planned Giving Director		
<b>IMPACT STAFF</b>	VP Impact	VP ADMINISTRATION AND/OR EXECUTIVE MANAGER AND/OR HR DIRECTOR	
<b>FINANCE STAFF</b>	VP Finance		
<b>LUMINARY STAFF (at MNOP)</b>	Luminary Arts Director		

<b>EVACUATION REPORTING STRUCTURE - OPERA CENTER</b>				
<b>IF SUPERVISOR IS NOT AVAILABLE, REPORT TO MNOP POINT PEOPLE</b>				
<b>Department Personnel Report to →</b>		<b>MNOP Supervisor (or Alternate) Report to →</b>	<b>MNOP POINT PEOPLE</b>	
<b>COSTUME STAFF</b>		Costume Director AND/OR Technical Director	VP ADMINISTRATION AND/OR EXECUTIVE MANAGER AND/OR HR DIRECTOR	
<b>SCENERY/PROPS/PAINTS/LIGHTING:</b> VP Production Assistant Technical Director Assistant Production Director Visiting Designers Scene Shop Supervisor Luminary House Technician Staff Carpenters Props Craftspeople Lighting Coordinator Scenic Charge Artist Overhire Carpenters/Props/Paints		Associate Production Director AND/OR Technical Director		
<b>FACILITIES STAFF:</b> Outside Contractors				
<b>DURING NON-REHEARSAL TIMES</b>				
<b>STAGING TEAM:</b> Assistant Stage Managers Assistant Director		Production Stage Manager	VP ADMINISTRATION AND/OR EXECUTIVE MANAGER AND/OR HR DIRECTOR	
<b>ARTISTIC STAFF:</b> Principal Conductor Company Manager Artistic Administrator Principal Coach & Chorus Director RAPs		VP Artistic AND/OR Head of Music		
<b>DURING REHEARSAL TIMES</b>				
Staging Staff Music Staff Guest Principal Artists RAPs		Costumes ASM	Production Stage Manager	VP ADMINISTRATION AND/OR EXECUTIVE MANAGER AND/OR HR DIRECTOR
Chorus Supers/Dancers/Fighters		Props ASM		
Youth Chorus		Youth Supervisor		
Orchestra		Head of Music		

## **EVACUATING THE LUMINARY CENTER - Muster Point: Parking Lot**

### **FOR AUDIENCE:**

- The Front of House Manager will alert audience to the evacuation
- FOH Associate in lobby will call 911 or appropriate authorities
- Front of House Manager and Front of House Associates will provide verbal directions to audience to vacate the theater either via the front or back stairs.
- Audience members in the lobby will be asked to vacate the theater via the front door
- Front of House Staff will perform the following sweeps for audience members:
  - FOH Associate in theater - lower-level restrooms, elevator lobby, green room, SR Lightlock
  - FOH Associate in lobby - lobby level restrooms, office, lightlock
  - FOH Manager - main stage area including passthrough under the seating risers
- FOH Personnel should stay in touch via radio throughout the evacuation. "All Clear" notices should be provided to the FOH Manager.
- Following their sweeps, FOH personnel shall take the following actions:
  - FOH Associate in theater - exit via rear stairwell once audience is cleared from theater. Help audience who have exited via the back alley make their way to the rendezvous point
  - FOH Manager - Remain with audience members who are unable to evacuate as long as personal safety is not at stake. Communicate # and location of those unable to evacuate over the radio
  - FOH Associate in lobby - Exit out the front door and direct evacuees to rendezvous point. Remain in front of Luminary Arts Center to meet and direct emergency personnel
- Rendezvous Point is MN Opera parking lot located across the street from the Luminary. See map below.
- In no case should any FOH personnel jeopardize their own safety.

### **FOR PERFORMERS/CREW:**

- The Luminary Arts Center House Technician will alert the performers/crew to the evacuation. Alert may be via headset, radio, page or any other means necessary
- Performers/Crew will be asked to vacate the building via the front or rear staircase
- The House Technician will perform a sweep of the mezzanine level and dressing rooms and will report status on radio to FOH Staff
- All performers and crew will rendezvous in the MN Opera parking lot located across the street from the Luminary Arts Center.
- In no case should the House Technician jeopardize their own safety.

### **Accountability During Luminary Arts Center Evacuation**

While we will do our best to account for all persons in the Luminary Arts Center in the case of an evacuation, such accountability will be performed via building sweeps and staff/performer check-ins. A formal audience headcount will not be performed as part of the Evacuation process.

- Luminary staff will survey their areas to be sure all persons are clear of the building or provide 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 Front of House Manager once all their personnel have been accounted for.

## EVACUATING THE ORDWAY CENTER - MUSTER POINT: TRAVELERS INSURANCE PARKING LOT

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.

Use STAGE DOOR as exit from

- Music Theater Stage
- Downstage Left Dressing Rooms
- Basement Level

Use PRODUCTION WING STAIRCASE exits from

- Dressing Rooms
- Production offices

Use LOBBY DOORS as exit from

- Music Theater Audience
- Ordway lobbies

The Muster Point is the Travelers Insurance Parking Lot. Map with pathways on following pages.

Use the Evacuation Reporting Structure in the following pages to know who to check in with once you've evacuated.

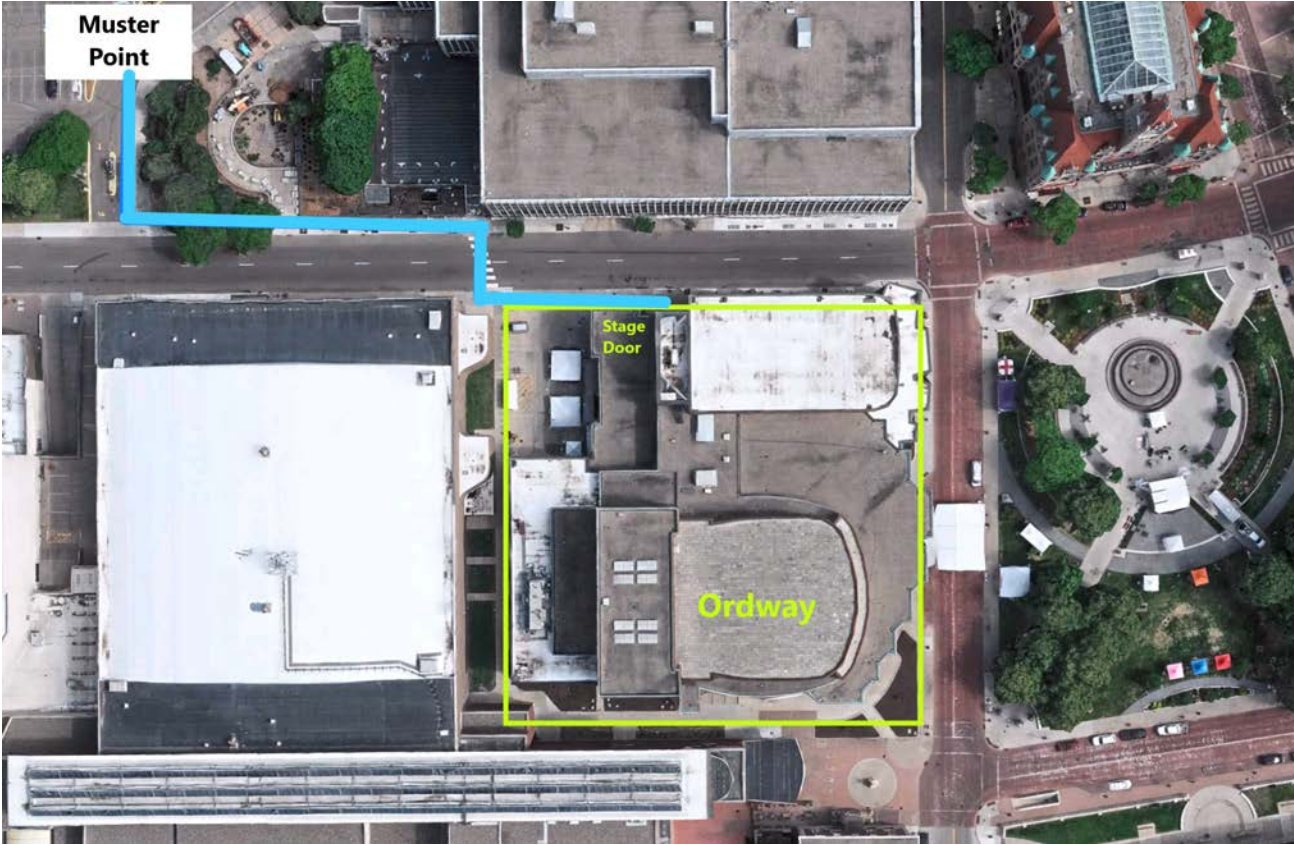
### EVACUATION INSTRUCTIONS

- Walk to the Exits
- Supervisors - If possible, survey to ensure your personnel are exiting
- Use the stairs, not the elevator
- Walk to the evacuation meeting point - "Muster Point"
- Check in with your supervisor
- Supervisors - Take attendance of your staff: *offsite today, present at muster point, present in fire tower (front or back of building?), missing from muster point.*
- Stay at muster point until given instructions by Emergency Services Authority

For Stage Management evacuation announcements and protocols in the Ordway, please see [THIS LINK](#).

**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.



# EVACUATION REPORTING STRUCTURE - ORDWAY

IF SUPERVISOR IS NOT AVAILABLE, REPORT TO MNOP POINT

Department Personnel Report to →	MNOP Supervisor (or Alternate) Report to →	MNOP POINT PEOPLE
Orchestra and Banda	Company Manager AND/OR Head of Music	PRODUCTION STAGE MANAGER AND/OR VP PRODUCTION
Youth Chorus Youth Chorus Director	Youth Supervisors AND/OR Props ASM	
Chorus Supers/Dancers/Fighters	Props ASM	
Music Staff Guest Principal Artists RAPs Titles Caller	Costumes ASM	
<b>MNOP PRODUCTION STAFF:</b> Visiting Designers Associate & Assistant Production Director Assistant Technical Director MNOP Lighting Coordinator MNOP carpenters MNOP props MNOP Scenic Charge Artist	Technical Director AND/OR VP Production	
<b>MNOP COSTUME STAFF</b>	Costume Director OR Technical Director	
All other MNOP staff	Senior member of your department	

## EVACUATING THE STINSON WAREHOUSE

There are three exit doors at the warehouse

- Door to Broadway Street NE
- Door to Stinson Blvd NE
- Door to back parking lot

The Muster Point is the Staff Parking lot by the 3 shipping containers.

### EVACUATION INSTRUCTIONS

- Notify onsite supervisor of emergency
- Walk to the Exits
- Supervisors - If possible, survey to ensure your personnel are exiting
- Walk to the evacuation meeting point - "Muster Point"
- Check in with your supervisor
- Supervisor - Take attendance of your staff: *present at muster point, missing from muster point.*
- Stay at muster point until given instructions by Emergency Services Authority

## WEATHER EMERGENCIES

### TORNADOS

The National Weather Service describes a tornado as a rapidly rotating slender funnel-shaped cloud which destroys everything along its narrow path. Tornadoes are extremely unpredictable.

Two defined conditions are recognized by the National Weather Service:

1. **Tornado Watch: Be Prepared!** Tornadoes are possible in and near the watch area. Review and discuss your emergency plans, take inventory of your supplies and check your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives! Watches are issued by the Storm Prediction Center for counties where tornadoes may occur.
2. **Tornado Warning: Take Action!** A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. Warnings are issued by your local forecast office and sirens will sound.

### 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 and Center Bemis**. 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:** Scene Shop Supervisor (Associate Production Director- Admin)

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.



## Security Threat

### ACTIVE SHOOTER – REMEMBER RUN, HIDE, FIGHT!

#### 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**. Provide the following information:
  - o Location of the active shooter
  - o Number of shooters
  - o Physical description of shooter(s)
  - o Number and type of weapons held by the shooter(s)
  - o Number of potential victims at the location
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. Reminders in this situation:
  - Be out of the shooter's view
  - Provide protection from shots fired (i.e. an office with a locked door)
  - Do not trap yourself or restrict your options for movement
  - Blockade the door with heavy furniture
  - Turn off any source of noise (Cellphones, radio, etc.)
  - 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

### **How to React when Law Enforcement Arrives**

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.

- 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

**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.

## UNIDENTIFIED PERSON OR TRESPASSER

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.

## 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 the authorities by calling 911.

If you are receiving a bomb threat call:

1. Do not hang up.
2. Signal any staff members around to listen and call 911
3. Record call if possible
4. Write down any all information by following the [Procedures Checklist by the Cybersecurity & Infrastructure Security Agency](#):
  - a. Please keep this document easily accessible whether it is printed by your telephone or on desktop.
  - b. Write this 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 the facilities department but under no circumstances should you touch it, tamper with it, or move it in any way.

## **ELEVATOR EMERGENCY**

If you get stuck in the passenger elevator:

1. Push and hold arm button down or use the phone provided.
2. State the floor number if known.
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 the MNOP Facilities Department at (612) 767-0544.
2. If you cannot reach anyone in facilities, call Minnesota Elevator: (800) 708-2762.

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

## **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.urgencyroom.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.

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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