



LCSD PERFORMING ARTS VENUES

PRACTISE – USE OF SAFETY CURTAINS/FIRE SHUTTERS

Issue. 1

These notes are provided as a guide to those using LCSD performing arts venues in respect of the licensing requirements for Places of Public Entertainment. A safety curtain or fire shutter, where installed, is part of an integrated fire safety system approved at the time of building by the Building Department and Fire Services Department and must be able to descend unimpeded if emergency circumstances dictate.

Accordingly no obstruction may be permanently set under the safety curtain or any off-stage fire shutter within the stage area.

The Safety Curtain must be lowered over-night and at any time when the stage is not attended by staff. The Safety Curtain must be maintained in good working order at all time.

The Safety Curtain is a part of the venue fire safety system and cannot be used as a production drop. However, it is acceptable for the Safety Curtain to be used at the beginning of a performance or after intermission raising either seen or in blackout, but not to be dropped at the end of scene or act as this may induce panic in the audience.

If needed to contain the noise of an interval change then the Safety Curtain must not be dropped until at least one minute after the houselights are raised so the audience has time to start moving to the foyer first.

1. Temporary Objects Under the Safety Curtain /Fire Shutter

- 1.1 In cases where a production design calls for built flooring or a raked stage to extend forward of the Safety Curtain or under any Fire Shutter then provision must be made, to the satisfaction of the Venue Manager and any approving body, to allow for emergency descent of the Safety Curtain/Fire Shutter.
- 1.2 In practise this will require that the flooring is specially built with a slot for the Safety Curtain or Fire Shutter to fit into when a temporary cover is quickly removed prior to descent. Sufficient staff must be deployed at all times to remove the temporary cover(s), if necessary during the descent of the Safety Curtain or Fire Shutter if it is of a type that can release automatically under certain conditions.
- 1.3 Alternatively a solid hardwood buffer may be built under the floor area and off-stage into the Safety Curtain or Fire Shutter side guides and the upper smoke seal adjusted to retain fire separation.
- 1.4 No scenery of any height may be built over or in line with the removable slot or buffer area, neither shall any additional covering (e.g. a carpet) be placed over the slot. As far as possible props should not be placed over the slot or buffer area, but where this is essential to the action and design of the production, staff

in addition to those responsible for the removal of the temporary slot cover are to be deployed to move any such properties at any time.

1.5 Materials for any item extending under the Safety Curtain must be inherently or durably flameproof.

2. Moving Objects Under the Safety Curtain/Fire Shutter

2.1 In circumstances where a property or scenic item must be moved under the Safety Curtain or Fire Shutter as part of production business or a scene change then the movement must be accomplished without pause.

2.2 A property or scenic item that in the course of the production action is moved from any other part of the stage to a position under the Safety Curtain is subject to the requirements of sections 1.4 & 1.5 above.

2.3 Under no circumstances can items be pre-set prior to stage use under any off-stage fire shutter.

3. Application to Extend a Production Design Under the Safety Curtain /Fire Shutter

3.1 Requests for such arrangements are to be submitted to the Venue Manager not less than six weeks prior to the first day of the booking in order to allow sufficient time for consideration, discussion, modification and agreement between the Hirer and Venue Manager.

3.2 The Hirer is strongly urged to apply as soon as possible and before production rehearsal and construction commences in order to avoid alteration or abortive work.

3.3 Upon completion of the technical set-up a demonstration must be given to the Venue Manager, under performance conditions, to ensure that the agreed arrangements are satisfactory and the staff provided by the Hirer sufficient and capable to act in an emergency.

The Technical Director may be called upon to advise in complicated or unusual cases as the Venue Manager may think fit.

The general practice of running lighting and sound cables under the Safety Curtain or Fire Shutter and placing strips of wood adjacent to the cables to prevent the Safety Curtain or Fire Shutter pressing down is not acceptable as it negates the function of the Safety Curtain or Fire Shutter. Provision should be made for a tube under the stage surface to pass cables from one side of the Safety Curtain or Fire Shutter to the other and fire blankets provided to fill any remaining space within the tube.

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