| Name of Appendix: **Safety when using auditoriums at the University**  (lighting, machinery, devices, heating, etc.) |
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| General |  | This directive relates to auditoriums and classrooms used for studies, lectures, meetings, performances, entertainment, etc. |
|  |  | The head of the faculty administration in whose area is the auditorium/classroom as defined in Section 1 above is responsible for its safety arrangements, both during an event taking place for University purposes as well as when the space is leased by the University for any purpose whatsoever. |
|  |  | Upon receiving a notice that the auditorium/classroom will be used for some type of activity, the head of the faculty administration will check its suitability for the purpose in question. He will consider all of the issues that relate to the particular event, such as: number of seats, escape routes, staging arrangements, lighting, air conditioning and other arrangements. The head of the faculty administration will, at his discretion, consult with the Safety and Security Unit. |
|  |  | If the Safety or Security Unit has prohibited the use of the space, both following his request or at their own initiative, no event will be permitted at all or it will be under the conditions set by those units. |
|  |  | The auditorium/classroom will be considered fit for an event when the structure (including escape routes, finishing, and furnishings) and all electro-mechanical systems (including lighting, ventilation, air conditioning, water pipes, smoke release apertures) and fire detection and extinguishing equipment are in good working order. |
|  |  | The auditorium/classroom will be given for use (events) to external entities solely when the head of the faculty administration has been given a signed document detailing the name of the lessee/recipients of the auditorium, name of person in charge of operation on his behalf during the entire event (from opening the auditorium/classroom until closing and locking it at the end of the event), and an explicit undertaking to comply with the directives of the head of the faculty administration or anyone on his behalf. The head of the faculty administration or anyone on his behalf will be present during the entire event, starting from opening the entrances to the auditorium/classroom (and in their absence, the auditorium/classroom itself). |
|  |  | The head of the faculty administration or anyone on his behalf will not be permitted to add seats or to allow anyone to be present along passages and escape routes, and not adjacent to entrances and exits, etc. In auditoriums without permanent seating or in auditoriums only partially occupied by permanent seating, the head of the faculty administration may allow seats to be added on condition that it will not decrease the width of the exit routes from the auditorium. In any case of doubt, the head of the faculty administration will consult with the Safety Unit. In no case will the total number of those allowed to enter the auditorium exceed that which was determined in advance by the Safety Unit for each auditorium individually. |
|  |  | If the head of the faculty administration or anyone on his behalf sees that the auditorium has reached the maximum number of permitted people, he is required to stop the entry of additional people into the auditorium. |
|  |  | The head of the faculty administration or anyone on his behalf (and at his responsibility) will be aware during an event of the most effective means to be used during an emergency. |
|  |  | In any case of an external entity using a University auditorium/classroom, the head of the faculty administration will ensure that the entity has placed ushers who will be easily identified by their dress, tag, badge, etc. Only persons so authorized by the Security Unit can serve as ushers after it has determined that the candidate is suitable for the position. |
|  |  | The head of the faculty administration or anyone on his behalf, or the person responsible for the event on behalf of the organizer, or the usher, are permitted to call to order a person who is harming the safety of the event. In extreme cases, he may be required to leave the auditorium. If one of the above officials comes to the conclusion that it is not possible to continue with the event at a proper level of safety, he may bring it to an end. |
|  |  | The head of the faculty administration is permitted to mark, close off and signpost particular places in the auditorium for safety/security purposes. |
|  |  | All entrances to the auditorium and those that lead to or from it must be unlocked (with a key or bolt) from the beginning of entry to the event to the end of the event.  |
|  |  | Between events that take place in the same auditorium/classroom, there will be a break of at least 15 minutes. In no case will the participants of the later event be allowed to enter the auditorium until it has been cleared of all participants from the previous event. |
|  |  | Smoking is completely prohibited in the auditorium and entrances leading to it. |