



Northern Illinois University

School of Theatre and Dance

Weapons Usage Policy and Procedure

Approved as an official policy by a faculty vote on DD-MM-YYYY

Voting Members Present

Gibson Cima – History, Literature, Criticism

Roxanna Conner- School Director

Michel Rodriguez Cintra – Dance Performance

Stanton Davis – Acting Performance

David Doherty – Design & Technology

Jeremy W. Floyd – Design & Technology

Alexander Gelman – Acting Performance

Richard Grund – Dance Performance

Jennifer Ingle-Grund – Dance Performance

Lori Hartenhoff – Design & Technology

Chris Kurszewski – Design & Technology

Marc Macaranas – Dance Performance

Kay Martinovich – Acting Performance

Bethany Mangum-Oles – Acting Performance

Tracy Nunnally – Design & Technology

Adam Rager – Design & Technology

Elizabeth Galba – Design & Technology

Sahin Sahinoglu – Design & Technology

Robert Schneider – History, Literature, and Criticism

Sarita Smith Childs – Dance Performance

Emily Vitrano – Acting Performance

Brandon Wardell – Design & Technology

Section A – NIU Weapons and Firearms Policy (Legal)

The section below is the official policy promulgated by the NIU Board of Trustees and enforced by the NIU Police, under authority of the Illinois General Assembly, regulating the use of weapons on the NIU campus. Sections that refer to the use of weapons for NIU stage productions have been underlined for convenience.

1. Statement of Purpose

Northern Illinois University (hereafter referred to as “NIU” or “University”) hereby establishes the NIU Concealed Carry Policy (hereafter referred to as “Policy”) pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations, and the authority granted by the Northern Illinois University Law (10 ILCS 685). NIU is committed to providing a safe and secure environment for the NIU community and its guests. In support of this commitment, NIU establishes restrictions on the ability to carry firearms or weapons on the NIU campus in accordance with the Board of Trustees’ authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

2. Persons Covered by the Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the NIU campus, as “Campus” is defined in this Policy. Visitors include, but are not limited to, prospective students, former students, and their respective families.

3. Prohibited Activities

3.1. Weapons or Firearms

3.1.1. NIU maintains a Weapons and Firearms-Free Campus. “Campus” includes, but is not limited to, the NIU campus in DeKalb; regional campuses in Hoffman Estates, Naperville, and Rockford; the Lorado Taft Field campus outside Oregon, Illinois; and sites, whether owned, leased or controlled by NIU, where NIU programs, activities and classes are held. No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or NIU regulation, is authorized to possess a weapon or firearm while engaged in NIU-related business or activities.

3.1.2. It is the Policy of NIU to prohibit:

3.1.2.1. Any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by NIU, even if that person has a valid federal or state license to possess a weapon or firearm.

3.1.2.2. Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

3.2. Other Prohibited Activities

3.2.1. It is the Policy of NIU to prohibit all persons covered by this Policy from making threats, bullying, intimidating or engaging in acts of violence. Such behavior or actions will not be tolerated and may result in discipline, up to and including but not limited to, immediate discharge, expulsion, and/or banishment from Campus.

3.3. Exceptions

3.3.1. The provisions of this Policy do not apply to the possession of weapons or firearms in NIU vehicles, NIU buildings, on NIU grounds, or at any NIU-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

3.3.1.1. The weapon or firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by NIU.

3.3.1.2. The weapon or firearm is carried by a full-time law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at NIU; or any other exception is deemed necessary as determined by the NIU Chief of Police.

3.3.1.3. The weapon or firearm is used in connection with sanctioned classes, athletics, or recreational sports practices, games, matches, tournaments, or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols and archery).

3.3.1.4. The use of simulated weapons or firearms in connection with NIU-related theatrical productions.

3.3.1.5. The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on Campus, including off duty law enforcement officers attending classes as students.

4. Locations at Which Policy Applies

- 4.1. For purposes of this Policy, “property of NIU” includes any vehicle, building, classroom, laboratory, medical clinic, hospital, artistic venue, or entertainment venue whether owned, leased or operated by NIU, and any real property, including parking areas, sidewalks, and common areas under the control of NIU.
- 4.2. This Policy also applies to all University-related organization property whether leased or owned by NIU, and all NIU-officially-recognized organization property whether leased or owned by NIU.
- 4.3. NIU’s Division of Finance and Facilities, in consultation with NIU’s Division of Student Affairs and Enrollment Management and NIU’s Department of Police and Public Safety, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.
- 4.4. The Division of Finance and Facilities, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

4.4.1. Parking

- 4.4.1.1. A weapon or firearm may be transported into an unrestricted parking area within a vehicle if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. Certain parking areas on Campus may be designated as areas where weapons and firearms are not permitted. “Case” is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.

4.4.2. Storage and Confiscation of Weapons or Firearms

- 4.4.2.1. The primary place of storage for a weapon or firearm is within a locked case out of plain view within a parked vehicle in an unrestricted parking area. When storage of a weapon or firearm in a vehicle is not practical, the weapon or firearm may also be stored with the NIU Department of Police and Public Safety. Prior arrangements should be made with the Department of Police and Public Safety when using its storage services, which are available 24 hours a day, 7 days a week.
- 4.4.2.2. All persons arriving on the NIU campus in DeKalb with a licensed weapon or firearm who cannot store their weapon or firearm in their vehicle must proceed immediately to the dispatch facility of the NIU Department of Police and Public Safety at 375 Wirtz Drive, DeKalb to temporarily secure their weapon or firearm. Individuals are required to present their valid concealed carry license, their valid state Firearm Owners Identification card, and their valid state-issued driver’s license or state ID, in order to check in and check out weapons or firearms. Weapons or firearms shall be checked out immediately prior to leaving the NIU campus in DeKalb.
- 4.4.2.3. All persons who seek storage of a licensed weapon or firearm at any other NIU location (including, but not limited to, the NIU campuses in Hoffman Estates, Naperville and Rockford and the Lorado Taft Field campus outside Oregon, Illinois) must make prior arrangements with the NIU Department of Police and Public Safety.
The Reserve Officers’ Training Corp shall develop protocols for storage, maintenance and safety of weapons used as part of its program, as approved by the Provost or his/her designee.

5. Enforcement

- 5.1. Any individual visiting or conducting business on the property of NIU found to have carried a weapon or firearm onto the property of NIU knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the NIU Campus. Any student found to have carried a weapon or firearm onto the property of NIU knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from NIU.
- 5.2. Any employee found to have carried a weapon or firearm onto the property of NIU knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

- 5.3. Any individual found to have carried a weapon or firearm onto the property of NIU knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by NIU and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.
6. Reporting Requirements
 - 6.1. NIU's Board of Trustees authorizes the President of NIU to promulgate protocols for the implementation of this Policy including, but not limited to, delegating required reporting responsibilities and protocols related to storage and confiscation of weapons or firearms.
7. Distribution of Information Regarding Policy
 - 7.1. NIU's Division of University Relations, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the development and distribution of information regarding this Policy to the NIU campus community, NIU media outlets and external audiences.
8. Definitions
 - 8.1. "Bullying" is defined as: Conduct by any person covered by this Policy that is intended or that a reasonable person would know is likely to harm students by substantially interfering with educational opportunities, benefits, or programs of one or more students, faculty members or employees, or conduct that adversely affects the ability of a student to participate in or benefit from NIU's educational programs or activities by placing the student, faculty member or employee in reasonable fear or actual and substantial physical harm, mental harm or emotional distress.
 - 8.2. A "firearm" is defined as: loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
 - 8.3. A "weapon" is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare, or any other projectile including those powered by CO2.
 - 8.3.1. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearms, BB/pellet guns, spring guns, paint ball guns, flare guns, stun guns, taser or dart guns and any ammunition for any such device. Any replica of the foregoing is also prohibited.
 - 8.3.2. Any explosive device including, but not limited to, firecrackers and black powder.
 - 8.3.3. Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor, or other cutting instrument the blade of which is exposed.
9. NIU Department of Police and Public Safety
 - 9.1. The Department of Police and Public Safety, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons. The NIU Chief of Police, in consultation with other relevant divisions of NIU and executive management, shall promulgate policies and procedures to be used in determining whether any exceptions to this Policy are necessary.
10. NIU Division of Student Affairs and Enrollment Management
 - 10.1. The Division of Student Affairs and Enrollment Management, in consultation with the Division of Finance and Facilities and the Department of Police and Public Safety, shall be responsible for determining the clear and conspicuous posting of signage at all entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.
 - 10.2. The Vice President of the Division of Student Affairs and Enrollment Management shall be the designee of the President of NIU responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.
11. NIU Division of Finance and Facilities
 - 11.1. NIU's Division of Finance and Facilities, in consultation with NIU's Division of Student Affairs and Enrollment Management and NIU's Department of Police and Public Safety, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.
 - 11.2. The Division of Finance and Facilities, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the placement and maintenance of signage at building and restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

12. NIU Division of University Relations
 - 12.1. NIU's Division of University Relations, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the development and distribution of information regarding this Policy to the NIU campus community, NIU media outlets and external audiences.
13. NIU Division of Outreach, Engagement, and Information Technologies
 - 13.1. The Division of Outreach, Engagement, and Information Technologies, in consultation with other relevant divisions of NIU and executive management, shall be responsible for the development and promulgation of policies and procedures that ensure compliance with this Policy in connection with the Division's activities.
14. Delegation
 - 14.1. NIU's Board of Trustees hereby delegates to the President of NIU the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Illinois Firearm Concealed Carry Act and other relevant laws and regulations. The President of NIU shall from time to time report to NIU's Board of Trustees any additional policies, regulations or procedures and the status of implementation of this Policy.

Section B – Weapon Usage Policy & Procedures (SoTD)

1. Clearance to use Weapons
 - 1.1. Any and all weapons (as defined by section VII-C above) or items used as weapons for any activity (e.g. class, rehearsal, demonstration, performance, exhibition, or the like) related to activities associated with the NIU School of Theatre and Dance shall be cleared using the processes outlined in this document. There shall be no exemptions.
 - 1.2. NIU-owned weapons or replicas (see VIII-C above) must be checked out from the NIU SoTD props department (Dave Doherty) before use. The request for weapons shall be placed at least one (1) week prior to the requested time of use. The request shall include:
 - 1.2.1. the specific weapon(s) requested.
 - 1.2.2. the location/venue where the weapon(s) will be used.
 - 1.2.3. the location/venue where the weapon(s) will be securely stored.
 - 1.2.4. the date and time the weapon(s) will be used. Every use must be documented.
 - 1.2.5. the name of the person responsible for the secure storage of the weapon(s) in the remote location/venue.
 - 1.3. The request to bring any and all privately owned weapons or replicas (see VIII-C above) onto campus shall be submitted to either Dave Doherty or Tracy Nunnally at least one (1) week in advance of the arrival of the weapon on campus. Once the request to bring weapons on campus is approved for use on campus, the weapon must be inspected and cleared by either Dave Doherty or Tracy Nunnally after it has arrived on campus and before it is used for any NIU related activity. Once the weapon has been inspected and cleared for use, it must be stored and used as if it is an NIU-owned weapon or replica.
2. Location of Weapons
 - 2.1. When not in use by a class or production, all weapons shall be securely stored in the NIU props area. No weapon shall leave the secured storage in the NIU props area unless cleared to do so by Dave Doherty or Tracy Nunnally.
 - 2.2. Weapons used for an approved NIU activity may be stored in a venue-specific secure location, as determined by either Dave Doherty or Tracy Nunnally, and shall only be accessed by the assigned Armorer assigned and trained by Dave Doherty or Tracy Nunnally. Once a weapon is officially assigned to a production or class, that weapon shall not leave the location/venue where it is used unless cleared to do so by Dave Doherty or Tracy Nunnally.
 - 2.3. No weapon(s) shall be stored in classrooms, venues, faculty offices, or other rooms unless they are located in a secure container.
 - 2.4. Once the NIU activity using the weapons is complete, NIU-owned weapons must be returned to the NIU props department and officially "checked in" by either Dave Doherty or Tracy Nunnally. Privately owned weapons shall be securely stored in the NIU props department until they can be removed from campus by the owner.
3. Condition of Weapons

- 3.1. Weapons that are capable of firing projectiles should have that feature disabled. Should this not be possible, additional safety protocols shall be established to ensure that projectiles are not fired from the weapon.
- 3.2. Edged weapons shall have the cutting edge(s) blunted.
- 3.3. Each weapon, regardless of type or usage, shall be cleared for use by Dave Doherty or Tracy Nunnally prior to use for any SoTD activity.
- 3.4. All weapons must be inspected for safety and integrity prior to use by the trained Armorer for the activity.
- 3.5. Retractable knives shall not be used for any NIU activity due to the risk of jamming and not retracting.
4. Use of Weapons
 - 4.1. All weapons assigned to a given activity shall be securely stored by the assigned Armorer when not in use.
 - 4.2. Location/venue-based secure storage shall be locked by the assigned Armorer whenever the room is vacated, and the key to the lock shall be removed from the venue.
 - 4.3. The assigned Armorer is directly responsible for executing a secure procedure which ensures that:
 - 4.3.1. All weapons are present and accounted for at the beginning of an NIU activity.
 - 4.3.2. Each weapon is inspected after a period of storage before the weapons is used.
 - 4.3.3. Each weapon is securely transferred from the secure storage to the performer prior to use.
 - 4.3.4. After use, each weapon is inspected for damage that may have occurred during use.
 - 4.3.5. After use, each weapon is returned to secure storage.
 - 4.3.6. All weapons are present and accounted for at the end of an NIU activity.
 - 4.3.7. The storage facility is locked and secure before the location/venue is shut down at the end of the activity.

Section C – Firearms Usage Policy & Procedures (SoTD)

1. Theatrical Firearms (adapted from Center Firearms Co.)
 - 1.1. Firearms employed for theatrical uses, whether non-functional replicas or blank-firing adaptations of real firearms, must be treated as though there were actual live-firing weapons, and the rules for safe firearm handling, as well as plain common sense, should always be observed. The gravest errors that can occur in the handling of stage weaponry originate from an inappropriate sense of complacency where firearms or look-alike firearms are relegated to the status of harmless hand-props in a fantasy setting, devoid of the inherent dangers that attend firearms, blanks, reproduction firearms, and any type of ammunition.
 - 1.2. One person – a qualified Armorer (Weapons Coordinator) – will be in charge of all weapons. It will be their responsibility to secure them between scenes, to maintain and control all blank and dummy ammunition, to instruct and assist the artists who will handle the firearms, to supervise loading, firing, and unloading, and, above all, to oversee the staging and choreography of the scene and the safety of all who will be involved, from the actual players to technicians, production personnel, and audience.
 - 1.3. Whenever working with firearms on the NIU Campus or in any activities related to NIU classes or production, the NIU Department of Police and Public Safety must be notified of all intentions and activities at least one week in advance (part of the approval process through Dave Doherty or Tracy Nunnally). If working with firearms off-campus, consult the NIU Police regarding other agencies who need to be notified.
2. Blanks for Theatrical Firearms (adapted from Center Firearms Co.)
 - 2.1. Blanks intended for theatrical use are manufactured of violently burning powders formulated and loaded to produce a loud report and brilliant muzzle flash in firearms employed for film and stage use. Flame, hot gases, high pressure, unconsumed powder particles, and, in some types of blank, fragmented wad material accompany the muzzle blast which frequently extends as much as three (3) feet from the front of the barrel (although, against a background of bright light, this flash may not appear as large as it actually is.) The gas column that accompanies the visible flash extends beyond the range of this flame by many feet so that an appropriate open area, a minimum of twenty (20) feet, should be maintained.
 - 2.2. Do not be lulled into the misconception that blanks are a harmless adjunct to the make-believe world of stage firearm, or that they are little more than “caps.” While safe when intelligently used under qualified supervision and proper staging, they are potentially dangerous commodities when treated in cavalier fashion. Always treat blanks with the same caution and respect as you would live ammunition.

- 2.3. The use of firearms in theatrical settings is a complex endeavor, and no one solution can answer all staging situations. The guidelines in this document represent reasonable recommendations for the safe use of theatrical firearms. Common sense, caution, and respect must always prevail.
3. General Safety Guidelines for Firearms (adapted from Center Firearms Co.)
- 3.1. **DO NOT INTERCHANGE BLANKS.** Use only the appropriate blanks and loadings for the particular firearm you are handling. Although many blank cartridges of similar caliber may appear identical, the powder types and loadings employed vary with individual blank manufacturers, and certain blanks or loadings may be necessitated or recommended in accordance with the nature of the modifications to the firearm or with the particular use. Use of an improper or substitute blank can be disastrous.
- 3.2. **ALWAYS MAINTAIN A MINIMUM DISTANCE OF TWENTY (20) FEET BETWEEN THE MUZZLE OF THE FIREARM AND ANY ANIMATE OBJECT OR PERSON BEING FIRED UPON.** “CHEAT” THE ACTION BY AIMING OFF TO THE SIDE TOWARDS A SAFE POINT SO THAT NO PERSON OR ANIMAL IS IN THE DIRECT LINE OF FIRE. An appropriate Lexan shield should be used to protect the crew whenever fire is directed in that vicinity. Remember, hearing can be damaged at close range.
- 3.3. **USE EQUAL CARE IN MAINTAINING A CLEAR AREA TO THE SIDES OF THE FIREARM.** Be aware that revolvers have a slight gap between the rear of the barrel and the front of the cylinder, and that high pressure gases, powder particles, and sound escape through this area to either side of the firearm. A minimum distance of ten (10) feet should be maintained on each side of the revolver to protect against particulate matter and potentially harmful noise. Note that semiautomatic firearms and machine guns eject hot expended blank shell casings with substantial force – generally to the right side of the firearm – as much as five (5) feet or more. Place artists, audience, and personnel clear of this area. Consult with firearms specialist to determine the ejection pattern and areas of safety for the firearm in use.
- 3.4. **NEVER LOAD ANY FIREARM UNTIL YOU ARE ACTUALLY READY TO FIRE IT.** Once loaded, a firearm should never be cocked or readied for discharge until it is ready to be fired. Any safety mechanism should be kept on until *immediately* before the firearm is to be discharged. Artists should be *thoroughly* familiarized in the operation of the firearm. After a firearm has been fired it should be secured from the artist(s) and checked to ascertain that it is empty; if it is not, the safety should be engaged where applicable and the firearm unloaded in a safe area. Only as many blanks as are actually to be fired at any one time should be loaded. The trigger finger should always be kept outside the trigger guard of the firearm until it is ready to be fired. Given the exigencies of staging requirements and the operational differences in firearms, a qualified Weapons Coordinator or Armorer should instruct the artists in the use of the safety, as well as when and how to engage it. Stage fighting or jostling should never be permitted with loaded firearms.
- 3.5. **NEVER RELY SOLELY UPON ANY MECHANICAL SAFETY DEVICE.** The most reliable safety is always keeping the trigger finger outside the trigger guard of the firearm until it is ready to be fired.
- 3.6. **EXERCISE EXTRA CAUTION IN DEALING WITH AUTOMATIC OR SEMIAUTOMATIC (SELF-LOADING) FIREARMS.** Although the magazine may appear empty after firing, it is possible that an unfired blank may still be in the firing chamber of the firearm with the mechanism cocked and ready for discharge. It should always be verified that the firearm is *completely* unloaded. This precaution applies especially to certain closed-bolt-design machine guns. Remember that semiautomatic pistols have a reciprocating slide component that moves violently to the rear toward the shooter upon discharge of the firearm. Keep the pistol away from the face or body when firing and be sure the hands grasp the firearm properly below the level of the slide.
- 3.7. **NEVER POINT A FIREARM AT ANYTHING YOU DO NOT INTEND TO SHOOT.** Furthermore, do not look down the muzzle of a firearm to determine whether it is loaded; check by opening the breech of the firearm while it is pointed down or in a safe direction.
- 3.8. **DO NOT DRY-FIRE THE FIREARMS OR ENGAGE IN ANY PRACTICE OR REHEARSALS WITHOUT THE SUPERVISION OF A QUALIFIED FIREARMS COORDINATOR OR ARMORER.**
- 3.9. **EXERCISE PARTICULAR CARE WITH DUMMY AMMUNITION.** The Weapons Coordinator or Armorer should be the *only* individual to handle this commodity and supervise its use. By its nature such ammunition is intended to be taken for the real thing, so absolute caution and strictest supervision must be maintained whenever this look-alike ammunition is on set or stage.
- 3.10. **KEEP THE FIREARM CLEAN AND INSPECT FOR FOREIGN OBJECTS IN THE BARREL.** Foreign objects, excessive oil, cleaning material, or debris lodged in the barrel, muzzle, or chamber of the firearm can become hazardous projectiles or create dangerous pressures. Be diligent when using dummy

ammunition to ascertain that the bullet component has not become lodged in the barrel; this is a condition that can be disastrous. Properly clean and inspect firearms daily and re-check immediately prior to loading and firing.

- 3.11. **WAIT 15 SECONDS AFTER A MISFIRE BEFORE THE UNFIRED BLANK IS EJECTED OR CLEARED FROM THE FIREARM.** The firearm should be pointed in a safe direction during this period, as well as when the unfired blank is cleared and a fresh one is loaded. If an unusual report is heard on firing, *STOP* and consult the coordinator.
- 3.12. **PROTECT EARS AND EYES.** Firearms are noisy and hearing protection should be used whenever blanks are discharged, especially in a confined space. When conventional hearing protection would be visible, artists can use wax or foam ear plugs cut to shape and touched up with a bit of makeup. Use eye protection as well, particularly with firearms that eject shell casings.
- 3.13. **NEVER HAVE ANY LIVE AMMUNITION ON SET.** Theatrically modified firearms can chamber live ammunition even though there are restrictions in the barrel, while other firearms may be unmodified and can chamber and discharge live rounds.
- 3.14. **BE SURE THAT ALL FIREARMS, REAL, MODIFIED, AND REPLICA, ARE SECURED WHEN NOT IN USE.** Be careful about storing and transporting theatrical weaponry. It should be under lock and key when not in use, and under the charge of one person. Prop weapons of all types must be packaged and secured when transported. Remember, what is to you a theatrical prop will be taken for the real thing if seen in public, and the consequences of that assumption will ensue. Use common sense.
4. **Preparation and Training for Firearms Usage**
 - 4.1. The Trainer will conduct a thorough inspection and cleaning of the firearm to ensure that the unit is in good working order. The Trainer will fire test round(s) as necessary in controlled environment to ensure that firearm is functioning properly.
 - 4.2. The Trainer will conduct initial training session with Armorer, Stage Manager, Assistant Stage Managers, Technical Director, Property Master, and Artist(s) directly involved in firearm event. Initial training will include:
 - 4.2.1. Proper protocol for ensuring and verifying that firearm is unloaded - “Show Clear”
 - 4.2.2. Physical manipulation of firearm in verified unloaded condition.
 - 4.2.3. Rehearsal of shooting effect with firearm in verified unloaded condition.
 - 4.2.4. Physical manipulation of firearm in verified loaded condition.
 - 4.2.5. Rehearsal of shooting effect with firearm in verified loaded condition.
 - 4.2.6. Physical training in proper method for storing firearm and blank ammunition.
 - 4.2.7. Physical training in inspection of ammunition to verify that they are “blanks”.
 - 4.2.8. Physical training in daily routine, including:
 - 4.2.8.1. Retrieving firearm and ammunition from storage
 - 4.2.8.2. Conducting and logging daily inspection
 - 4.2.8.3. Loading firearm for use
 - 4.2.8.4. Transferring firearm from Armorer to Artist
 - 4.2.8.5. Safe discharge of firearm onstage for shooting effect
 - 4.2.8.6. Transferring firearm from Artist to Armorer
 - 4.2.8.7. Clearing firearm after effect (both successful and unsuccessful discharge)
 - 4.2.8.8. Cleaning firearm prior to storage
 - 4.2.8.9. Ensuring that firearm and ammunition are properly stored
 - 4.3. The trainer will conduct training sessions with entire cast during technical rehearsal process. The “Firearm Rehearsal” will include:
 - 4.3.1. Brief overview of training given during the initial training session.
 - 4.3.2. Strict instructions for all untrained personnel to stay clear of firearm(s) and ammunition.
 - 4.3.3. Clear instructions identifying chain of command regarding access to the firearm.
 - 4.3.4. Blocking of effect sequence with firearm in verified unloaded condition.
 - 4.3.5. Demonstration of effect, as rehearsed, with cast in house as observers.
 - 4.3.6. Rehearsal of complete effect sequence with firearm in verified unloaded condition.

- 4.3.7. Rehearsal of complete effect sequence with firearm in verified loaded condition.
- 4.3.8. Discussion of concerns and clarifications with entire cast and crew.
- 5. Production Sequence – Process and Procedure
 - 5.1. Upon completion of initial training, the Trainer will transfer control of the firearm(s) and ammunition to the Armorer for the run of the Production. Armorer will secure the firearm(s) and ammunition for storage, and from this point forward, will follow the standard production sequence, as follows:
 - 5.2. If required, prior to showcall, Armorer will retrieve prop firearm(s) from storage location and transport to the performance venue. NOTE: Follow all Illinois handgun transportation laws as if the prop is an actual handgun.
 - 5.3. At pre-determined point of pre-show preparation, Armorer will notify Stage Manager (and other necessary personnel) that the firearm is about to be inspected.
 - 5.4. Once notification is acknowledged, Armorer will unlock the storage facility and remove the firearm. Armorer will IMMEDIATELY ensure that firearm is unloaded and verify the unloaded condition with a second trained person (usually a member of the stage management team).
 - 5.5. Armorer will conduct daily inspection of firearm to ensure the following:
 - 5.5.1. The firearm is clean and shows no signs of tampering from last use.
 - 5.5.2. The barrel is in appropriate condition.
 - 5.5.2.1. If plugged for safety, then physically verify that plug has not loosened.
 - 5.5.2.2. If not plugged for safety, then physically verify that no obstructions exist in barrel.
 - 5.5.3. The action of firearm is working properly.
 - 5.5.3.1. The cylinder of revolver spins properly.
 - 5.5.3.2. The slide of automatic moves properly.
 - 5.5.3.3. The hammer and trigger are operating properly.
 - 5.5.4. Trained Artist(s) may inspect firearm(s) at this time if desired.
 - 5.5.5. Armorer makes log entries, noting anything out of the ordinary.
 - 5.5.6. Following inspection, the firearm is verified to be unloaded and placed in a secure preshow location.
 - 5.6. Armorer will conduct daily inspection of ammunition to ensure the following:
 - 5.6.1. The ammunition is clean and shows no signs of tampering from the last inspection.
 - 5.6.2. The count of unfired blank ammunition matches the number on the inventory sheet.
 - 5.6.3. No “live rounds” (containing projectiles) are present anywhere in the vicinity.
 - 5.6.4. Trained Artist(s) may inspect blanks at this time if desired.
 - 5.6.5. Following inspection, blank(s) for the performance is/are removed from stock, an entry is made on the ammunition log, remaining blanks are placed in secure storage, and the blank(s) for the performance is/are placed in secure preshow location.
 - 5.7. Blank(s) and firearm(s) are to remain under the sole control of the Armorer until they are used in the performance. Each production will have unique circumstances that must be considered when creating the plan for this process.
 - 5.8. Immediately prior to the effect, the Armorer places the blank(s) into the firearm, ensuring that the blank is in the proper position to be safely fired by the Artist. Safety (if firearm is equipped with a safety) is engaged.
 - 5.9. Armorer passes the firearm directly to the Artist prior to the entrance.
 - 5.10. The artist executes the effect while being observed by the Armorer from offstage.
 - 5.11. Upon exit from the stage, the Artist passes the firearm directly to the Armorer.
 - 5.12. Armorer takes the firearm to a safe area with adequate lighting and conducts post-firing inspection. Armorer ensures (and verifies) that the firearm is unloaded and safe.
 - 5.13. Armorer places the firearm in a secure location until the end of the show.
 - 5.14. During shutdown, Armorer may clean and inspect the firearm as necessary. Before departing the venue, the Armorer must physically verify that firearm(s) is/are unloaded and properly stored as prescribed by NIU policy and Illinois law.

Production Documentation

To provide a safe working environment for faculty, staff, students, and audience members, the NIU School of Theatre and Dance has devised the following form and included guidelines to provide prudent safeguards when firearms are used in a production.

If a production makes use of theatrical firearms, this form must be completed and approved by the listed persons prior to first contact with the firearm.

Name of Production: _____

Performance Venue: _____

Stage Manager: _____ DLN: _____ St: _____ FOID? Y/N

Technical Director: _____ DLN: _____ St: _____ FOID? Y/N

Property Master: _____ DLN: _____ St: _____ FOID? Y/N

Armorer: _____ DLN: _____ St: _____ FOID? Y/N

Artist using firearm: _____ DLN: _____ St: _____ FOID? Y/N

Dates firearm will be present in venue: _____ to _____

Description (Make, model, caliber, etc): _____

What kind of blank will be used (type, load, etc): _____

Name of person training cast and crew in handling of firearm: _____

Qualifications of trainer: _____

Date and time of training: _____

Description of training: _____

When will firearm be used during the production?

Time	Act/Scene	No. of shots	Artists onstage

Approval of firearms usage described above:

Title of person	Printed Name	Signature	Date
Director of Production			
School Director			
School Tech Director			
School Props Director			

Firearm Inspection Log

Date/Time	Inspection Notes	Signature

Ammunition Inventory / Usage Log

Date/Time	Preshow Count	Used in Show	Postshow Count	Signature