

# Theatrical Simulated Firearms Policy

Policy 303.27

## 1 Introduction

1.1 Appalachian State University is committed to maintaining a safe and secure environment for the University community and its guests. In support of this commitment, this policy sets forth the rules and guidelines governing the possession and use of Simulated Firearms on campus when utilized in conjunction with University sponsored theatrical performances.

## 2 Scope

2.1 This policy applies to Simulated Firearms utilized in connection with Theatrical Uses on any University property.

## 3 Definitions

### 3.1 Gun Wrangler

The person designated to have control of a Simulated Firearm at all times other than when it is on stage.

### 3.2 Simulated Firearm

A facsimile of a pistol, revolver, shotgun, rifle, machine gun, assault weapon or other category of firearm that resembles a real firearm but is not capable of shooting a projectile. For purposes of this Policy, this definition includes Theatrical Firearms that contain a permanent restriction in the barrel and are capable of shooting blank cartridges without emitting a projectile. The determination of what is and is not a Simulated Firearm shall be made by the University Police, whose decision shall be final.

### 3.3 Theatrical Use

Use in a stage play or film production, including rehearsals, sponsored or approved by an authorized University official.

### 3.4 University

Appalachian State University.

### 3.5 University Police

Appalachian State University Police, acting through its Police Chief or designee.

## 4 Policy and Procedure Statements

### 4.1 Policy

The University strictly prohibits possession of Simulated Firearms on University property except when the bearer is in possession of written approval or permit issued by University Police and Environmental Health, Safety and Emergency Management. Possession of a Simulated Firearm may be authorized and such possession permitted only if it is directly connected to a University related or sponsored Theatrical Use. Individuals applying for a Theatrical Simulated Firearms Permit must provide the following information and carefully follow the policy guidelines provided below.

1. Show management or the venue technical director must complete and submit a Theatrical Simulated Firearms Permit Application to University Police and Environmental Health, Safety and Emergency Management no less than fourteen days prior to the date when the Simulated Firearm will be brought on University property.
  1. Permit applications include:
    1. A description (make/model) of the Simulated Firearm and blank ammunition to be utilized.
    2. A detailed time line or script with notations on when the Simulated Firearm and blank ammunition will be removed from their individual lockboxes, loaded, fired, and returned to the lock box.
    3. Designation of a Gun Wrangler and a detailed list of who will be handling the simulated firearm during the Theatrical Use must be included with the application. The Simulated Firearm must be immediately returned to

the Gun Wrangler upon leaving the stage. The Gun Wrangler should be familiar with guns and gun safety. The Gun Wrangler should make sure each Simulated Firearm is inspected, cleaned and in good working order each time the Simulated Firearm is used. The Gun Wrangler is responsible for loading and unloading the Simulated Firearm. Under the supervision of the Gun Wrangler, actors must always check the Simulated Firearm before going out on stage and are responsible for chambering the first round. In revolvers, the chamber under the hammer should always be empty.

4. Schedule a time for a representative from University Police to visually inspect the Simulated Firearm and blank ammunition. Do not bring the Simulated Firearm or ammunition on University property until advised to do so by University Police. University Police will determine if the Simulated Firearm is equipped with a barrel safety plug and must deem the Simulated Firearm and ammunition safe for the requested Theatrical Use.
5. Schedule a time for a representative from Environmental Health, Safety and Emergency Management to evaluate potential fire and life safety issues that may be present with the use of the Simulated Firearm(s) (hot casings which may be ejected from the simulated firearm, noise level concerns, etc.).
2. The approved Simulated Firearm may only be used during the time and in the manner specified in the written approval or permit.
3. Simulated Firearms and their ammunition must be stored in separate locked containers. If the Simulated Firearm or ammunition is transported from one location to another, including within the same building, it must be within the locked container where it cannot be observed.
4. The individual to whom the written approval or permit has been issued must maintain custody of the Simulated Firearm at all times and may not transfer custody of the Simulated Firearm to any person not specified in the written permission or permit. The written permission or permit must accompany the Simulated Firearm at all times.
5. The individual(s) to whom permission or permit has been granted may not consume alcoholic beverages or engage in any reckless behavior while in possession of a Simulated Firearm.
6. Under no circumstances may a student bring their own Simulated Firearms to campus. Students are limited to using Simulated Firearms supplied by their instructor/department.
7. Each person designated to utilize the Simulated Firearm must observe basic gun safety:
  1. Treat all Simulated Firearms as if they were real and loaded.
  2. Never point a Simulated Firearm directly at another person, even on stage. Aim and fire upstage of the target.
  3. Do not fire a Simulated Firearm within 3 feet of another person.
  4. Do not fire a Simulated Firearm while the firearm is in contact with a person, even through clothing.
  5. Do not place body parts or other objects over or near vent ports on Simulated Firearms.
  6. All Simulated Firearms should be evaluated for noise levels and appropriate hearing protection should be provided and utilized when necessary.
  7. Audience members must be notified in writing (in the performance program flyer or at the venue entrances) and verbally, prior to the beginning of each performance, when Simulated Firearms will be used.

## 5 Additional References

A Theatrical Simulated Firearm Permit Application may be obtained by contacting the [Office of Environmental Health, Safety and Emergency Management](#) at 262-4007.

## 6 Authority

## 7 Contact Information

[Office of Environmental Health, Safety and Emergency Management](#) at 262-4007

## 8 Original Effective Date

October 18, 2017

## 9 Revision Dates

March 2, 2018