

FALL 2022 - INTERMEDIATE/ADVANCED APPROVAL, INFORMATION and RESOURCE OVERVIEW.

On and off campus COVID filming protocols are INFORMED by university, county, state, and public health agencies best practices and directives. Due to the nature of film production, SFTV will continue to observe some of the Industry's COVID safety practices. In the event of a COVID outbreak or surge, SFTV will pivot back to stricter guidelines and restrictions. Be aware that other SFTV courses will have their own set of filming guidelines.

Your Instructor approved project is now being reviewed by the PAT Team and Risk Management as presented in your submission and in this meeting. Any subsequent/substantial changes to your script, production elements, schedule, shooting plan will require your professor, PAT & Risk Mngmnt approval.

It is incumbent upon you to digest, understand and FOLLOW the PAT Safety Guidelines PLEASE REVIEW the [PRODUCTION HANDBOOK](#) FOR ANSWERS to PRODUCTION questions and guidance to your production safety requirements and protocols. Please review the [budgeting and planning resource document](#). ALL Students should review their course syllabus and one sheet for additional specs and filming guidelines and [violations policy](#).

COVID Health and Safety Protocols. PLEASE FIND THE NEW COVID SAFETY BADGE IN [BRIGHTSPACE](#) FOR A COMPREHENSIVE REVIEW OR POLICIES AND EXPECTATIONS.

All Cast/Crew are required to be 100% UP TO DATE ON THEIR COVID vaccinations. (PROD 392/492 Documentaries may be excluded from the 100% threshold on a case by case basis.)
Non-LMU cast/crew MUST provide proof that they are up to date on their COVID Vaccinations. Up to date is defined as being a person who has received all recommended vaccines and boosters when eligible.

TESTING

- Rigorous Testing is very much still required on all ADV/INT Projects:
- It is required that EVERYONE on your cast/crew test with a PCR test no more than 2 days before they are required on set OR an ANTIGEN test the day before required on set.
- *****IT IS STRONGLY ADVISED THAT YOU ALSO TEST ALL PARTICIPANTS EARLIER IN THE WEEK TO ALLOW TIME FOR RE-CASTING/RE-CREWING IN CASE OF A POSITIVE TEST RESULT.*****
- All tests must be uploaded to your On-Tap project submission before filming begins.
- All projects filming for over 3 consecutive days will be required to test AGAIN mid-show.
- Additional day of testing may be required for projects with intimate scene work.

CREWING

- An LMU student will serve as the COVID HEALTH SAFETY SUPERVISOR (HSS) and is required on all projects (Prod 392/492 may be exempt from this requirement.)
- Students may also hire a PROFESSIONAL INDUSTRY TRAINED COVID Compliance Supervisor to work on-set.
 - This is a dedicated role to assist with COVID compliance coordination in prep and must be present on set at all times. This role cannot be shared with the 1st AD or a Producer (if a producer is required to be off set).
 - ALL LMU HSS must [EARN the new FALL '22 COVID Health, Safety and Community Agreements Training](#).

BEST PRACTICES AND OTHER GUIDANCE

- No Visitors are allowed on your set.
- It is still the best practice to avoid CLOSE CONTACT when working together or with those outside of your household. Close contact is defined as being less than 6-feet away from another person for NO MORE THAN 15-minutes in a 24-hour period.
- Masking is required for crew and for cast on-set when not on camera on set for indoor locations and is encouraged at all times on any set.
- All Cast and Crew should wash hands with soap and water or sanitize throughout the workday.
- Limit sharing of equipment, props, wardrobe, or tools.

FILMING DAYS and HOURS

- For questions on filming days and hours, please visit the [30 Mile Radius](#) and [12 Hour Rule](#) pages. As stated in the Production Handbook in the [Safety & Violations](#) section, SFTV has a twelve-hour maximum work day rule. A maximum of 1/2 hour mealtime is the only time that is deducted from the workday. Most productions choose to break for a 1/2 hour meal. In other words, if you break for a 1/2 hour, your workday can be a total of 12 1/2 elapsed hours. If it is a one-hour or more meal break, you still cannot go past the 12 1/2 hours elapsed on set.
- TURNAROUND GUIDANCE: **a 10 hr turnaround is REQUIRED for all crew.** CAST should be provided with a 12 hr turnaround to mirror industry practices. YOU SHOULD ENDEAVOR to provide a full 12 hr turnaround for your crew as well. Please consider drivetime, nightwork, difficulty of work when setting turnaround.

CASTING, AUDITIONS, REHEARSALS

- Auditions, table reads, and early rehearsals should be conducted virtually. Final rehearsals are allowed on both Main Campus and Playa Vista Campus with a proper location booking.
- For more information on casting, including how to post on Backstage, click [here](#).

LOCATIONS

- **ALL LOCATIONS MUST BE PERMITTED (ON-CAMPUS AND OFF) FOR THE APPROPRIATE DATE, TIME AND WORK YOU ARE COMPLETING**
- MORE LOCATION DIRECTION – (LINK)
- All students are required to photograph their location before and after filming for insurance purposes. Review [Locations](#) for a more comprehensive guide. You may review the [Locations and Location Scouting training](#) for more information.
 - Visit [Tech Scouting](#) for a list of location requirements and COVID location considerations to review before booking a space.
 - Check out the new [SFTV Location Directory](#)
 - Be judicious when booking your on-campus permit. Have a plan for your start and wrap times. Do consider set-up and wrap-time. If your permit request is 8 hours on the Bluff, we will want to know why you need so much time.

YOUR HSS is to CHECK for SYMPTONS of CAST/CREW DAILY – and complete the Health Sign in and Sign out sheet. COVID SYMPTONS CHECK: Fever/Chills, Cough or sore throat, Loss of taste/smell, Shortness of breath, Fatigue or Body aches, Congestion, Sniffles or runny nose, Nausea or vomiting, Headache. C PLEASE FIND HERE [UNIVERSITY COVID GUIDANCE](#) as well as the COVID support line. **310.568.6868**

Risk Management. For questions on Risk Management, including more information on what is not covered by LMU insurance, click [here](#).

Production Checklist

EXAMPLE ONLY

Click [here](#) for more information on badges.

Do you plan to check-out equipment from SFTV? *

Yes No

Attach Call Sheets *

Select files...

Attach Filmmaker Agreement *

Select files...

Attach Vaccination Proof(s) of all Non-LMU cast/crew *

Select files...

Attach Actor Agreement(s) *

Select files...

Attach Test Results *

Select files...

FilmLA Weekend #1 - FilmLA Draft *

Select files...

FilmLA Weekend #1 - FilmLA Permit *

Select files...

FilmLA Weekend #1 - FilmLA Invoice *

Select files...

EXAMPLE ONLY

Save

Back

Next

(12) Hour Maximum Work Rule As of August 2022

As stated in the Production Handbook in the [Safety & Violations](#) section, SFTV has a twelve-hour maximum work day rule.

- ❖ the workday starts at call time (if the location is outside the 30-mile zone*, then travel time to and from the location is considered work time and is included in the 12 hours).
- ❖ the workday ends when all the equipment has been loaded or stored and the cast and crew leave to go home (see travel time above).

a maximum of 1/2 hour of mealtime is the only time that is deducted from the workday. Most productions choose to break for ½ hour meal. In other words, if you break for a ½ hour, your workday can be a total of 12 ½ elapsed hours. If it is a one-hour or more meal break you still cannot go past the 12 ½ hours lapsed on set.

- ❖ TURNAROUND GUIDANCE: **a 10 hr turnaround is REQUIRED for all crew.** CAST should be provided with a 12 hr turnaround to mirror industry practices. YOU SHOULD ENDEAVOR to provide a full 12 hr turnaround for your crew as well. Please consider drivetime, nightwork, difficulty of work when setting turnaround.
- ❖ Whether your crew is lighting, shooting, scouting, or just hanging out waiting for the perfect light, this is all considered time.
- ❖ building long “breaks” into your schedule does not grant you permission to extend your shooting hours beyond 12 (i.e., no “split days”).
- ❖ every student has the right to leave and is not obligated to work beyond the elapsed 12 ½ hours.
- ❖ to report work hour concerns or any other safety issues, please call the SFTV Safety Hotline at **310-258-2686** or email sftvsafetyhotline@lmu.edu.

*The LMU 30-mile radius is used to determine driving distances for crew members. At LMU we use the [industry studio zone](#) and allow for University Hall as the center of the studio zone.

PLEASE NOTE: Any cast or crew member who believes that he/she is too tired to drive safely should notify the Director and/or the Producer. In that event, the Producer/Director will endeavor to find alternative means of transportation or provide a rest area or hotel room. No one having slept less than 5 hours in the past 24 hours can be allowed to operate a vehicle (studies show reaction times are equivalent to a drunk driver in this scenario).



Violations to SFTV Policies and Guidelines: LMU Student Code of Conduct and LMU Academic Dishonesty Policy

ALL SFTV Students are responsible for knowing and adhering to the guidelines set forth in the [SFTV Student Handbook](#) and the appropriate filming guidelines. A mutual understanding of expectations between you and the film school promotes an open and healthy environment for you to create your best work.

It is incumbent on the filmmaker to create a working environment where all cast and crew understand and follow the policies and guidelines established by SFTV. You'll find that if you simply begin with [SFTV's On Set Best Practices](#) which includes Set Etiquette, Covid Safety and On Set Best Practices, you can most likely avoid falling into violation waters.

SFTV sets must be workplaces free of discrimination of all types of abusive, offensive, or harassing behavior. We have provided for you a [Crew Deal Memo](#) and an [Actor Release/Agreement](#) that will assist you in communicating your expectations and your responsibilities.

Violations will be reviewed by Production Administration and SFTV Faculty to determine a course of action. Violating SFTV specific policies and guidelines could result in sanctions of grade reduction, fees and financial responsibility, and loss of access to equipment and facilities. Violations of [LMU's Academic Dishonesty Policy](#) or the [LMU Student Code of Conduct](#) will be reviewed by the appropriate University department to determine what sanctions will be imposed.

We cannot outline all potential violations here. Please use this page as a resource for a better understanding of the sanction and/or a remedy that might be employed for specific violations.

- A violation of some of the guidelines listed in this document can result in SFTV Fines outlined BY DEPARTMENT in the Student Handbook. This primarily pertains to damage, loss of equipment or disrespectful/negligent treatment of same equipment or to facilities.
- For violations of unacceptable treatment of fellow students, cast/crew, or the public while filming, we will refer such violations to LMU's [THE STUDENT CODE OF CONDUCT](#). Additionally:
 - Filming without a permit - Section III – R - Unauthorized presence in or use of University Premises, facilities or property including, but not limited to, classrooms, labs, study rooms, University-assigned housing, roofs, balconies, ledges and trellises, for any unsanctioned activities
 - Not abiding by these guidelines - Section III – F Failure to comply with the directions of a University official including, but not limited to, University administrators, faculty and staff,
- EXAMPLES of violations that will be referred to the [ACADEMIC HONESTY](#) Department:
 - B. Definitions of Academic Honesty and Dishonesty. Academic honesty requires that all members of the LMU community act with integrity, respect for their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report results accurately
 - **FRAUD** Presenting forged signatures or documents as authentic. Any forged document – i.e., COVID test results, Health Sign-In sheets will be referred to this university process.
- Student failure to follow through with the commitments made to actors and/or crew (i.e., credit, contracts, budget) will also be referred to this university process.

The above are just examples of a few types of violations. Your professionalism can keep us all safe and avoid any of the above sanctions.



THE SAFETY MEETING

The First Assistant Director, acting as the Safety Officer for the production, will hold a safety meeting prior to the beginning of each day's filming. The meeting may be brief and informal, but the following should be discussed:

- Emphasize the importance of safety on the set and everyone's responsibility for maintaining a safe workplace.
- Remind crew they are allowed to work a **maximum of 12 hours** (not including meal breaks.)
- Remind crew the **SFTV Safety Hotline phone & email** are located at the top of the call sheet to report any safety concerns.
- Locate: **emergency exits, fire extinguisher(s) and the First Aid kit**
- Inform the crew of the **location of the nearest hospital**
- Review any special issues pertaining to the day's filming- in particular, any stunts or special effects and refer to any applicable Safety bulletins.
- If filming on location, make the crew aware of indigenous critters and plants that may be hazardous
- Check that all crewmembers are wearing appropriate clothing (open toed sandals, high heels, etc. are NEVER appropriate for any crew member- including the Director and Producer) for the weather and climate.
- Solicit safety concerns from crewmembers. If there are any, the First Assistant Director will address them to the satisfaction of the crewmember before any work begins.
- Add a brief synopsis of the day's schedule (timeline of scenes, lunch and wrap estimates)

January 12, 2022

CALL SHEETS – EXPECTATIONS:

Whether your course level is require to complete the ONE or TWO PAGE CALL SHEET, there is an expectation to develop it professionally with thought and the knowledge that YOUR CALL SHEET IS A CULMINATION OF THE WORK YOU HAVE DONE TO THIS POINT TO PREP YOUR PROJECT AND THE WAY THE INDUSTRY COMMUNICATES THE EXPECTATIONS FOR THE DAY. IT EXEMPLIFIES YOUR PROFESSIONALISM AND YOUR PREPARATION.

- PROD 490, 600 and all Thesis projects require the 2 page call sheet
- PROD 390, DOCS and PROD 550 (spring) can use the one page call sheet template, however are encouraged to attempt the 2 page call sheet to develop professional skills
 - THE TWO PAGE EXCEL SPREADSHEET REQUIRES SOME TIME TO LEARN AND DO WELL
 - *****SO GIVE YOURSELF TIME – USE AN AD THAT KNOWS THE PROGRAM
 - ASK FOR HELP AT EITHER OF THE SPO OFFICES – DON'T WAIT UNTIL THE LAST MINUTE
 - *****UPLOAD CALL SHEETS IN A PDF – COMBINING BOTH SIDES

YOU WILL FIND THE TEMPLATE(s) AND 2 page EXAMPLE IN THE HANDBOOK:

YOU MUST SUBMIT YOUR CALL SHEET(S) to your project approver(s) BY AT LEAST 9AM THE DAY YOU PLAN TO PICK UP EQUIPMENT. - The evening before is preferable.

IN ADDITION to your days work, call times and set needs **PLEASE include car pool, parking and HEALTH Check in instructions**

USE the HANDBOOK LOOM TRAININGS for assistance : <https://sftvproductionhandbook.lmu.build/index.php/2022/08/02/loom-video-trainings/>

DO NOT WAIT UNTIL THE LAST MINUTE!!!!

SFTV is Going Green! Check our sustainability production practices:

<https://sftvproductionhandbook.lmu.build/index.php/2022/08/19/sustainability-on-set/>

Physical production can generate a lot of waste that isn't good for the environment. SFTV is committed to bringing sustainable on-set practices and resources to students that will help reduce carbon emissions. If we each do our part, together we can make a difference.

SFTV Sustainable Production Practices

STEP 1

BYO – Bring Your Own Water Bottle and Reusable Coffee Mug to set. Bring extras for cast/crew. Send reminders on your Call Sheet!



STEP 2

Use Brita Water Pitchers or Water Filter Dispensers on-set. Find Water Refill Stations on campus. #PlasticFreeProduction

STEP 3

Bring your unused, non-perishable craft service to COM 103, and we'll donate it to the LMU Pantry. Make your own coffee on-set.



STEP 4

Reduce what goes to landfill. Separate recyclables from everything else (food waste, utensils, trash).



PRODUCTION INSURANCE

**WORKERS
COMPENSATION DOCS
&
HEALTH SIGN-IN
FORMS
(required on set)**



CERTIFICATES OF INSURANCE & STUDENT LIABILITY POLICY

If requested, a Certificate of Insurance can be provided to an **off campus location, city government or any rental company or individual**. The LMU Risk Management office issues these certificates. You do not need a certificate of insurance to shoot on campus.

Please Note: Even with proper insurance coverage **if any equipment is lost, damaged or stolen or a location sustains damage you will be responsible for the first \$3,500/\$5,000 per incident. (\$3,500 equip/props and \$5,000 third party damage).** Any amount above these amounts may result in an insurance claim which will be handled by our risk management team.

Failure to secure a filming permit will render your LMU insurance **null and void**. That means if anything is lost, stolen, broken or damaged- or if anyone gets hurt- you will be responsible **for all expenses**.

If you have any questions, please contact Laura Greenlee or Deb McClune in Communication Arts 118.

You can also contact Nancy Rubio in Risk Management 310 338-1829 for any questions.

I have read and understood the above-mentioned Guidelines for Insurance and agree to comply.

Print Name

Signature

Date

PRODUCTION VEHICLE INSURANCE and OVERNIGHT PARKING AGREEMENT
REVIEWED IN APPROVAL MEETING

All filmmakers are required to sign and return this agreement to PAT. It is the responsibility of the filmmaker to share the information below with the appropriate Production Crew and the driver of the production vehicle used to transport equipment and props.

INSURANCE

LMU's insurance **does not cover your production vehicle (truck, van or personal car) used to transport any film equipment and props**. If you rent any kind of production vehicle, we highly recommend you purchase the insurance offered by the rental company. This will save you money if there is an insurance claim. If you use your personal vehicle, your own insurance will cover any insurance claim.

Make sure that the person who is driving the production vehicle is listed on the insurance and rental agreement and that they have a valid driver's license. If necessary, add additional drivers to the insurance and rental agreement if your driver will change over the course of your film shoot. Do not let any unauthorized driver operate the vehicle – EVER.

OVERNIGHT PARKING FOR YOUR PRODUCTION VEHICLE:

When planning where to park your production vehicle at the end of a day of filming, you have two options for overnight parking.

1. Hannon Parking Lot on Campus (Parking Lot A)
 - The safest place to park your production truck is at LMU in the Hannon Lot near the Loyola Boulevard entrance. [Click here to view a map of Lot A – Hannon Parking Lot](#). Drive to the edge of the lot near the trees that border 80th street and safely back your truck into a spot. Weekend parking is free starting at 8:00 PM on Friday. You must pay to park before then or after 7:00 a.m. on Monday. Parking rates can be found [here](#).
2. Park in a Vehicle-Gated and Locked private property in a secure, well-lit area.
 - NEVER park on the street or in an open parking lot overnight.
 - Pad lock your vehicle and safely back in close to a wall so the lift gate is inaccessible.
 - Hiring an overnight security guard from a reputable company is acceptable.
 - **NEVER ATTEMPT TO ENTER A PARKING GARAGE WITHOUT KNOWING IF YOUR TRUCK WILL COMFORTABLY FIT**
 - Your camera and lenses should NEVER be stored overnight in your production vehicle. Camera and lenses should be taken home EACH NIGHT by the DP and stored in a secure space.



PRODUCTION VEHICLE INSURANCE and OVERNIGHT PARKING AGREEMENT
REVIEWED IN APPROVAL MEETING

SEE HANDBOOK SECTION ON PRODUCTION VEHICLES:

<https://sftvproductionhandbook.lmu.build/index.php/2021/06/07/production-trucks/>

I have read and understand the information about Production Vehicle Insurance and Overnight Parking. I understand that LMU does not provide insurance coverage for production vehicles and any loss or damage is my responsibility. I agree to adhere to the safety guidelines outline above on how and where to park the production vehicle overnight.

Name of Filmmaker:

Signature: _____

Date: _____

Lighting and Grip Dept - ON-SET SAFETY REQUIREMENTS

ALWAYS STAY UPDATED on ALL PRODUCTION HANDBOOK SAFETY PROTOCOLS, RULES and BEST PRACTICES

FOOTWEAR

- Open-toed shoes, sandals flip-flops, etc. are never allowed on set or when loading gear.
- All shoes should have slip-resistant soles with tread, no flat or smooth shoe bottoms.

GLOVES

- Gloves are required whenever operating lighting, plugging in power cables, setting up stands, and loading/unloading gear.
- Gloves should be properly fitted work gloves and slip and heat-resistant. Leather, canvas, or artificial materials are fine as long as they are rated for heat. **Do not use** gardening or medical gloves.
- Gloves of this type can be purchased at any hardware store, expendable supply store, auto parts, or sporting goods store.

TRUCK LOADING/UNLOADING

- Orange cones (available from L&G) must be placed at the lift gate when the gate is elevated (NOT on the ground) and along the side of the truck along traffic if parked on a street.
- Reflective, bright-colored safety vests **MUST** be worn when loading/unloading and working near traffic, day or night (these are available through L&G or the PAT team)

CABLE COVER

- All cables must be placed within cable crossovers (yellow jackets) when used in the fire lane on stage, on a sidewalk, on a publically accessible walkway, or in any area where people will be walking.
- Cable or extension cord slack should be coiled to reduce trip hazards.

LADDERS

- Never stand above the 3rd rung (step) from the top of any ladder. This applies to ladders of any size. The only exception is on a 4-step (4ft.) ladder. You can stand on the 3rd step, but not on the top step.
- Never lean a ladder against a wall. Legs must be fully extended and all 4 legs must be touching the floor and level.
- Do not use a ladder on an uneven surface.
- Always have someone spotting (holding) the ladder when someone is on it.

BURNING SMELL

- If you smell something burning, it likely is. If you see smoke, there is a problem.
- Make others aware and collectively look for smoke/flame from a distro box, wall plugs, any cable connection points, lights, or from a surface that a light might be aimed towards.
- If a cable or extension cord feels moderately hot to the touch, something is wrong. Turn off the power/light and inspect/replace that hot cable.
- Have someone standing by with a fire extinguisher while inspecting the set.
- If you are planning to use artificial smoke or haze on the set, this needs to be mentioned in your daily safety meeting. Artificial smoke/haze will smell differently than an actual burning issue, but real smoke may be harder to visually identify.

EXITS

- All exits need to be pointed out to all crew during your daily safety meeting.
- All exits and fire lanes to the exits need to be clear at all times. Cable crossovers are okay.
- Paths to exits should be illuminated with a small light when house lights are off.
- Do NOT build sets in any fire lane.
- Know the locations of all fire extinguishers.

FIRST AID/FIRE EXTINGUISHERS

- You will be given a “safety kit” containing a small first-aid kit and a fire extinguisher with your equipment order. The first-aid kit is for small, basic medical care. Transport serious injuries to the nearest medical facility and document all injuries. The fire extinguisher is the ABC type, meaning it is suitable for all fires including electrical. Only use when there is a flame present. Pull the ring pin out, point the hose towards the flame, and squeeze and spray in a sweeping motion. If a 2nd fire extinguisher is necessary, **call 911** & evacuate the area.
- Make sure to alert the L&G staff upon return if anything in the safety kit was used.

ELECTRICITY SAFETY AND POLICIES

For more information, visit

<https://sftvproductionhandbook.lmu.build/index.php/2021/05/27/electricity/>

Electrocution is the fifth leading cause of workplace death from injury. More than half of those deaths result from the use of defective equipment or not following safe procedures.

Before leaving the SFTV Grip & Lighting Department with electrical equipment, examine all cables for breaks or cuts in the insulation. The same examination should be made of cables on the stages prior to connecting power. Do not use damaged cables.

The following is a partial list of the serious risks on both interior and exterior locations:

- Wet feet, wet hands, wet or damp floor or ground, wet lamps, wet cables
- Touching two lamps at the same time – even when conditions are dry faulty circuits at your location
- Faulty wiring of your lighting equipment, appliances or cable insulation breaks or cuts in the cable
- Touching electrical equipment and a grounded object any place where water is present

FILMING NEAR WATER AND IN DAMP/WET CONDITIONS

LMU does NOT have certified water sealed lights. No lights or electrical cables can be submerged into any water source under any circumstance. If lighting directly from within water is absolutely necessary, you must rent certified waterproofed lights from a company that specializes in such lights (ex; HYDROFLEX Inc.) You will be required to have an experienced lighting technician present if using any of the above mentioned underwater-specific lights.

These lights MUST be used with an in-line GFCI (see the Generator section for more information) between the power source (house power or generator) and the entire set. Inspect all cables for damage that may cause water to seep in. Do not use any equipment you feel may have a defect. Lights and any electrical cables must remain no closer than 10 feet from water.

LMU SCHOOL OF FILM AND TELEVISION PROHIBITS STUDENTS FROM “TIE-IN” TO ELECTRICAL MAINS

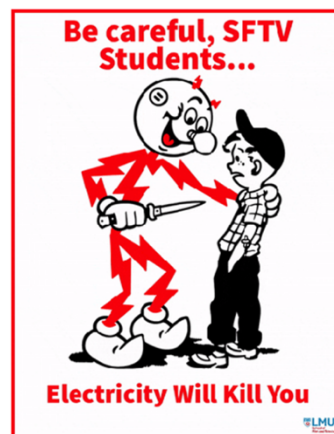
No student is allowed to “Tie-In” or connect DIRECTLY to any Electrical Main or Circuit Breaker for power. This is illegal and dangerous. The Electrical Main service panel “is like a switchboard for all the electricity in a home or commercial location. It receives the incoming power from the utility company and distributes it to each of the circuits that supply various lights, outlets, appliances, and other devices.”

Know where the circuit breakers are at your location and DO NOT OVERLOAD any circuit. Breakers commonly list the amperage each is rated for. (ex. 10-amps, 15-amps, 20-amps, 50-amps, 100-amps etc.) Do not load more amperage than each breaker is marked (see the chart below for a quick way to determine how many amps a light will use). It is common for one breaker to be designated to a single room. If there is doubt, use different sources (rooms) for lighting a particular set. Older location structures which have only the two-prong type outlets must be avoided. If your location uses the old screw-in fuses, **do not shoot there**. Consult with [L&G](#) to examine alternatives and power sources. The [Lighting and Grip department](#) offers low power-draw lights such as LED’s and Kino Flo’s of several varieties as well as Quasars. These types of lights should be considered first when plugging into to the outlets of any structure and are recommended for indoor filming.

Tweenie 650	650 means it uses 650 watts which equates to 6.5 amps *	*No more than 2 can be used in a single outlet.
Baby 1K	1K means it uses 1000 watts which equates to 10-amps **	**Only 1 can be used in most outlets.
Junior 2K	2K means it uses 2000 watts which equates to 20-amps ***	***Not recommended for plugging in to an outlet. Consider a generator.
Senior 5K	5K means it uses 5000 watts which equates to 50-amps ****	****Not possible to be plugged into an outlet. You must use a generator.
Tenner 10K	10K means it uses 10,000 watts which equates to 100-amps *****	***** Not possible to be plugged into an outlet. You must use a generator.

IF SOMEONE RECEIVES A SHOCK

-DO NOT PULL THE VICTIM AWAY WITH YOUR HANDS – you may be shocked, too. Use a broom, belt, towel, rope, lumber or other non-conductive material to separate the victim from the source of shock. Call 911.





REQUEST FOR CERTIFICATE OF INSURANCE

Project Name: _____

Director: _____

Insurance is for:

Shoot Location
Equipment Rental
Other

NEW: For additional CAMERA EQUIPMENT, Please attach a list of equipment being rented.

*If other please specify: _____

Dates of Shoot:

Pick-Up & Return Date of equipment:
(if applicable)

Certificate Holder Name:
(Who is asking for the certificate i.e. Sony Props, City of Santa Monica, John Doe, etc.)

Address:

City, State, Zip:

Please include specific insurance requirements

Please email this completed form to Nancy Dallum
Nancy.Dallum@lmu.edu 310-338-1829

In the event Nancy is out of the office you can send requests to Douglas Moore - Douglas.Moore@lmu.edu

NEW: PLEASE CC your PRODUCTION ADMIN POINT PERSON TO YOUR REQUEST email - ie Deb, Jenny, Laura

INJURY/ACCIDENT ON SET

Call Douglas Moore
IMMEDIATELY!

(424) 702-7595 CELL

douglas.moore@lmu.edu

Workman's Compensation Insurance info:

HARTFORD Insurance Company # 72WE AM3MAM

SFTV INJURY /ACCIDENT REPORT

The Hartford Insurance Company Policy #72WE AM3MAM

EMAIL TO DOUG MOORE IMMEDIATELY: DOUGLAS.MOORE@LMU.EDU

Also email to SFTV Production Office and your faculty member.

(NOTE: TAKE PHOTOGRAPHS AND/OR VIDEO OF ACCIDENT SCENE)

PRODUCTION TITLE: _____

TODAY'S DATE: _____

INJURED'S NAME: _____

CAST/CREW/OTHER? _____

DATE OF INJURY: _____

TIME: _____ AM/PM

ADDRESS OF INJURY: _____

INJURED PART OF THE BODY

(CHECK ALL THAT APPLY)

- | | | | | | |
|---------------------------------------|---|------------------------------------|---------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> HEAD | <input type="checkbox"/> CHEST | <input type="checkbox"/> SHOULDER | <input type="checkbox"/> WRIST | <input type="checkbox"/> NECK | <input type="checkbox"/> RIB |
| <input type="checkbox"/> BACK | <input type="checkbox"/> CHIN | <input type="checkbox"/> ELBOW | <input type="checkbox"/> PELVIS | <input type="checkbox"/> ANKLE | <input type="checkbox"/> KNEE |
| <input type="checkbox"/> NOSE | <input type="checkbox"/> TOE | <input type="checkbox"/> EYE | <input type="checkbox"/> MOUTH | <input type="checkbox"/> TOOTH | <input type="checkbox"/> BUTTOCKS |
| <input type="checkbox"/> FOOT | <input type="checkbox"/> EAR | <input type="checkbox"/> CHEEK | <input type="checkbox"/> THORAT | <input type="checkbox"/> ABDOMEN | |
| <input type="checkbox"/> UPPER ARM | <input type="checkbox"/> FINGER/DIGIT _____ | | <input type="checkbox"/> BACK OF HAND | | |
| <input type="checkbox"/> LOWER ARM | <input type="checkbox"/> UPPER LEG | <input type="checkbox"/> LOWER LEG | | | |
| <input type="checkbox"/> PALM OF HAND | <input type="checkbox"/> OTHER _____ | | | | |

IF ILLNESS, DESCRIBE: _____

IF OTHER, DESCRIBE: _____

GIVE DETAILS AS TO HOW INJURY OCCURRED (be exact):

SFTV INJURY /ACCIDENT REPORT

Was injured person treated on set only? _____

Type of treatment? _____

Was injured person taken for medical care? _____

Name and address of medical facility: _____

Planned hours of the shoot: _____

What Time of Day did Injured Person Start Work: _____

Was injured person a student? _____ Where? _____

Was injured person paid to be on set? _____ How much? _____

INJURED PERSON'S INFORMATION:

ADDRESS: _____

CELL PHONE: _____

EMAIL: _____

DATE OF BIRTH: _____

SS# _____

WITNESS: _____ CELL PHONE: _____

WITNESS: _____ CELL PHONE: _____

CORRECTIVE ACTION

TAKEN: _____

DIRECTOR SIGNATURE: _____

DIRECTOR CONTACT INFORMATION:

EMAIL: _____ CELL PHONE: _____



Sign in/out Sheet and Health Check-In

LION HEALTH CHECK FOR NON-LMU [cast/crew: https://mylmu.co1.qualtrics.com/jfe/form/SV_cSJcwtaeiusMSx](https://mylmu.co1.qualtrics.com/jfe/form/SV_cSJcwtaeiusMSx)

<u>Name & Phone #</u>			<u>PRODUCTION TITLE:</u>					
LOCATION #1 ADDRESS			DATE:		COURSE NUMBER:			
Location #2 ADDRESS			DAY:		PAGE		OF	
			1	2	3	4	5	6
#	POSITION	NAME (Print)	Phone #		IN TIME	READ COVID RULES	HEALTH SAFETY CHECK (Pass/Fail)	OUT TIME
1	Director							
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



AFTER YOU'VE FINISHED SHOOTING

You have **5 business days from completion of principal photography**
UPLOAD TO YOUR SFTV ON TAP PROJECT PORTAL YOUR:

Sign in/out sheet and health check-In

You should retain the **originals** of these documents for your files.

Failure to comply will affect your insurability for future projects (that is, you **will be denied LMU insurance**, have to purchase your own from an outside broker – and it's not cheap).

Non-compliant students will have an administrative "hold" put on their records and be **unable to register or graduate** until they have cleared the hold.

If you have questions, contact:

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