

COLUMBIA COLLEGE HOLLYWOOD

SAFETY

RULES AND PROCEDURES

FOR

STUDENT PRODUCTIONS

COLUMBIA COLLEGE HOLLYWOOD | 2019 – 2020
Edition

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Attention Students:

What follows is a complete copy of the Columbia College Hollywood safety rules. These rules are thoroughly covered each quarter by the Production Office to ensure that all who participate in CCH shoots and productions are fully informed.

These rules and regulations are a composite of listings set by official organizations including (but not limited to) the State of California, USC, UCLA, BATF, and The Stuntmen's Association of America.

Always go over these guidelines with your production team before your shoots.

If you have any questions, contact the Director of Production Services.

Ronald Reeves

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FOUR CARDINAL RULES

1. Under no circumstances is it permissible to film or record scenes which put yourself, your cast, your crew or the public in harm's way. No shot is ever worth injury or death.
2. All students working on CCH student projects are required to obtain permits for both on and off campus locations.
3. Student production numbers are only for use for the specific CCH student project for which the number was assigned. Any misuse of the production number (lending, borrowing, stealing, selling, using for a non-CCH project, etc.) will lead to serious disciplinary action.
4. Students are responsible for obtaining all rights for copyrighted materials (story, music, art, etc.) for use in CCH Student projects.



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General Safety Rules for All CCH Student Productions

1. It is a felony to bring ANY weapon on campus.
2. To shoot on the CCH campus, a CCH Facility Permit Form must be filed. The form is found in the Equipment Center. It must be filled out by the student, the student's instructor, security, and a representative of the Production Office before shooting.
3. To shoot on location, proper permits or exemptions must be acquired for each location, from the jurisdictions in which they reside, and be presented to the Director of Production in advance of shooting.
4. California has strict work rules for children. Compliance with these rules (including the hiring of any supervisors, social workers or teachers) is the student filmmaker's responsibility, not CCH's. Before you use a child actor (either on or off campus) PROOF OF COMPLIANCE must be presented in advance to the Director of Production Services!
5. No cranes, camera cars, or car mounts allowed on student projects. Tow shots are not permitted.
6. The maximum shooting day for CCH is 12 hours. The minimum turn-around time before the next shooting day is 12 hours.
7. Every set must have a fire extinguisher, first aid kit, and the address of and directions to the nearest hospital.
8. Leftover paint must never be poured down any drain. Partially empty or empty paint cans may never be thrown into a regular garbage receptacle. These cans may be placed into a special receptacle to be picked up separately.
9. The phone number for the CCH Production Office is (818) 401-1022, and the contact is Ron Reeves.
10. No exits may be blocked at any time. This is mandatory on all stages.

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11. No open-toed shoes may be worn on sets, stages or around heavy equipment.
12. Any welding of objects on any student production must be performed by a licensed welder.
13. Shooting in or around a fixed-wing aircraft (one that is on the ground) must be approved in writing by the Director of Production.
14. Helicopters are NEVER permitted on any student film for any purpose, whether operational or non-operational.
15. No creature may be harmed during the filming of any CCH student project. Also, any use of animals in a production must be approved in writing by the Director of Production.
16. The use of motor and speed boats is prohibited. Use of non-powered boats must be approved in writing by the Director of Production.
17. Productions that are authorized to use generators cannot exceed 165 amp in size.
18. Any use of fire MUST be approved in writing by the Director of Production. NO fire or open flames of any sort are ever permitted on the CCH campus.
19. Students are required to hire licensed professionals and obtain prior approval from the Director of Production for ALL pyrotechnics, stunts and/or special effects.
20. Productions are only authorized to use rubber, fiberglass or plastic replica guns WITHOUT operating parts.
21. Productions are only authorized to use rubber knives, swords or bayonets. Squibs are not allowed.
22. Candy Glass (a special stunt glass) MUST be used when glass, plates, mirrors, etc. are broken as part of a stunt or when these objects present a possible danger to an actor.
23. CCH insurance NEVER covers any vehicle of any kind. Hand held shots in a car are only allowed with approval from the Director of Production.

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INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION

I. GENERAL RULES

1. Familiarize yourself with emergency procedures for each location. Every person on a set is responsible for knowing how to react in an emergency situation.
2. A minimum of a four-foot perimeter should be kept clear around the interior of the soundstage walls. All exit doors must be unobstructed, unlocked and capable of being opened from the inside.
3. Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear.
4. All decorative set materials must be flame retardant or made of non-combustible materials.
5. Obey all "No Smoking" signs, observe designated smoking areas and always extinguish cigarettes in appropriate containers.
6. Fire equipment (hydrants, extinguishers, sprinklers, hoses, etc.) must be accessible at all times.
7. Always be aware of personnel working above and below you. All overhead equipment fixtures should be properly secured.
8. All cables should be neatly routed. Cables in walkways and traffic areas should be covered with mats and/or cable crossovers.
9. Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.
10. Be aware of general location safety concerns, including extreme temperature conditions, physical surroundings, indigenous critters and nasty plants.
11. Report accidents immediately to Security, the CCH Director of Production or the Production Coordinator. Follow instructions given to you when referred for medical treatment for any injury and retain documentation. All injuries must be reported on the date of occurrence.

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II. LIFTING & MOVING OBJECTS

1. Make sure you get the appropriate assistance when lifting or moving heavy or awkward objects. Avoid lifting such objects whenever possible by using carts, dollies and other mechanical devices or GET HELP.
2. Before lifting any load, check for splinters, jagged edges, burrs, rough or slippery surfaces or protruding nails.
3. Check your intended path for obstructions.

III. COMMON FALL RISKS

Fall Protection

1. Use appropriate fall protection equipment whenever you are working more than 30 inches above the floor.
2. Unprotected work areas such as holes, platforms, elevated surfaces, sets, walkways, cliffs, floor openings, pits, shafts and rooftops require the use of approved fall protection measures. These measures include, but are not limited to:
 - Guardrails (temporary or permanent)
 - Barriers
 - Safety Net Systems
 - Personal Fall Arrest Systems.

NB: Fall arrest equipment is always required when working in the permanent grid and truss system (perms) outside the catwalks and handrails on a soundstage. DO NOT use fall protection equipment without proper training and instruction. Only use appropriate anchorage points.

3. Ensure proper lighting in such areas and post signs as necessary.

Scaffolds

1. Only use scaffolds with the appropriate guardrails, mid rails and toe boards.
2. DO NOT remove guardrails and REPORT any missing guardrails at once.
3. DO NOT climb across braces.

Ladders

1. Inspect all ladders before each use for broken or missing rungs, steps, split side rails or other defects.

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2. NEVER place ladders in doorways unless protected by barricades or guards.
3. NEVER stand on the top two rungs of a ladder. USE only approved ladders or steps. Check the labels for compliance.
4. ALWAYS use both hands while climbing.

IV. CHEMICALS AND FLAMMABLE LIQUIDS

1. Store all flammable liquids in approved safety containers or cabinets. You should know and follow proper handling and storage procedures for all combustible or flammable materials.
2. Ensure that there is proper ventilation and wear appropriate personal protective equipment (PPE).

V. HAND TOOLS AND RELATED EQUIPMENT

1. Use the right tool for the job. Do not use tools or equipment for which you have not been properly trained and qualified.
2. Ensure that all equipment is in proper working order and that all protective guards are in place and used. DO NOT alter, modify, displace or remove any existing safety equipment.
3. Tag ("Do Not Use") on any damaged or malfunctioning equipment, mark with red tape and report the item immediately for repair.
4. Wear appropriate personal protective equipment (PPE) and be aware of flying debris.

VI. ENVIRONMENTAL CONCERNS

1. All hazardous waste generated by the company, including paint, must be disposed of properly.
2. Be aware of hazards associated with lead paint and asbestos. If encountered, immediately report it to the Director of Production.
3. Be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, blood-borne pathogens, used needles, vermin, insects and other potentially infectious materials.

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4. Production personnel shall not enter confined spaces (manholes, underground vaults, chambers, silos, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels.
5. Certain situations may require permits and/or licenses, for example, when the production will be using artificial smoke, large dust effects, creating excessive noise, or when working around endangered plant or animal life.

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AIRCRAFT

Filming in and around airplanes – even when they are not moving – presents unique challenges and difficulties for the professional. This is especially true for the student filmmaker.

I. FIXED-WING AIRCRAFT

Filming in an Aircraft

1. Aircraft Hull and Liability Insurance usually excludes use for “commercial” use (which includes motion pictures). Be aware that Columbia College Hollywood does not and will not provide such insurance.
2. Filming operating aircraft, either on the ground or in the air, requires the approval of the owner, the airport and perhaps (depending upon the scene) the Federal Aviation Administration and/or its local General Aviation District Office (GADO).

Filming in an Airport

1. Most airports require Property Liability above the College’s insurance limit. Thus, filming on airport property, or around parked aircraft, can be cost prohibitive, as well as hazardous to your cast, crew and spectators.
2. Working around, near, or with moving or stationary aircraft can be a high risk activity for cast and crew. ANY PROPOSED USE OF AIRCRAFT must be discussed in detail with your instructor and the Director of Production Services (or his assignee), well in advance of filming so that an acceptable safety plan can be developed.

II. HELICOPTERS

1. Helicopters are not permitted on any student film in any way for any purpose – ever - whether operational or non-operational. There are NEVER ANY EXCEPTIONS to this policy.



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CHILDREN

1. Any CCH Production using child actors is required to have a Studio Teacher/Social Worker on set whose license had been approved in advance by the Director of Production. Columbia College ACCEPTS NO ROLE IN ENSURING THE ADHERAENCE TO CHILD WORK RULES AND ASSUMES NO LIABILITY for use of children in student productions. This is the Responsibility of the student filmmaker.
2. There are many rules, beyond the employment of a Studio Teacher, when child actors are used. More information on child work rules can be found on the Screen Actors Guild Website, detailed in Section 50, and on the State of California page below.
 - **SAG/AFTRA website:** <https://www.sagaftra.org/>
 - **SECTION 50 – The Producers Screen Actors Guild Codified Basic Agreement: 50 Employment of Minors:**
https://www.sagaftra.org/files/minors_9.pdf
 - **State of California – Minors in Entertainment**
https://www.dir.ca.gov/dlse/How_California_Protects_Young_Performers.html

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ANIMALS

1. All productions made at Columbia College Hollywood must follow the American Humane Association Guidelines for the protection of animals in films. Talk to the Production Manager, or view a copy of the guidelines in the Security Office.
2. The use of ANY animals must be approved by the Director of Production. If animals are used as actors, then an Animal Handler is required on set.
3. When working with exotic animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

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BOATS AND WATER

1. All cast and crew members working on or near water must wear life vests or other water safety gear when appropriate. Any crew or cast member who is afraid of water or unable to swim MUST notify the Director and Production Manager before coming to the set.
2. When using watercraft, be aware of load and rider capacity limits. Only required personnel should be on watercraft; all others should remain on land.
3. Safety lines, nets, watch safety personnel and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g., swift currents, thick underwater plant life or rocks.)
4. Know as much as you can about the body of water you're working on or in, including its natural hazards and animal life.

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ELECTRICITY

Take the time to respect the safe use of electricity by following these guidelines:

1. Permission to use a generator must be given by the Production Coordinator.
2. Always examine all cables for breaks or cuts in the insulation. Do not use damaged cables.
3. Columbia College Hollywood prohibits students from “tying-in” to electrical mains.
4. Do not let your body become grounded. If you are grounded, it means you have the potential of becoming part of the electrical circuit and thus, open to having electricity pass through your body. This can be fatal. The following is a partial list of the serious risks on both interior and exterior locations that could cause you to become grounded:
 1. Wet feet
 2. Wet hands
 3. Wet or damp floor or ground
 4. Wet lamps
 5. Wet cables
 6. Touching two lamps at the same time – NEVER DO THIS!
 7. Faulty circuits at your location
 8. Faulty wiring of your lighting equipment, appliances or cable
 9. Insulation breaks or cuts in the cable
 10. Touching electrical equipment and a grounded object
 11. Any place where water is present
5. Know where the circuit breakers are at your location and DO NOT OVERLOAD any circuit.
6. When selecting a location, it is required that you use a testing device to check the proper grounding of the ordinary three-prong household outlets.
7. Carry, as part of your equipment, an extension cable which has a GROUND FAULT CIRCUIT INTERRUPTER (GFCI).
8. NEVER USE ALUMINUM LADDERS or any METAL support such as kitchen stepstools when working with electricity.
9. Tape down electrical cables if you must lay them across doorways. If rubber matting is available, use it over cables and tape the matting down.

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10. Do not reach for an electrical appliance that has fallen into water. Unplug the device immediately.
11. Always hold the cable connector or plug when disconnecting a cable. Never pull from the cable.
12. If rain is imminent, stop and disconnect power before you and your equipment get wet.
13. Do not use auto batteries to run cameras.



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FIRE AND PYROTECHNICS

The use of fire – that is any open flame – constitutes a particularly hazardous situation on any film set.

The use of fire on ANY student set must be approved by the Director of Production.

1. If you are shooting on a local location (LA County or City), the Film Permit Office may require the presence of a professional Fire Safety Officer if an open flame is used. If you are filming in a “High Fire Hazard” area, you will not be allowed to use an open flame.
2. Designate a crew member as “Student Safety Officer.” They will assume primary responsibility for seeing that the open flame is kept under control.
3. Make sure that an adequate number of proper fire extinguishers are at hand.
4. Test the extinguishers before igniting any open flame to ensure that they are in working condition.
5. Filming requires control. Fireplaces and campfires are usually fed by propane tanks which enable complete shut down between takes as well as the regulation of flame height during the shot. Fire pans and flame bars can be rented at special effects houses. If you have not been trained in the safe use of such devices, it may be necessary to have a qualified professional present to operate them.
6. In special situations, Columbia College Hollywood may require the presence of a qualified Special Effects Supervisor and/or the College Safety Officer (or his representative) on your set when fire is used.
7. ALL pyrotechnics (minor explosions) must be preapproved by the Director of Production and then overseen by the Fire Marshal and performed by licensed pyrotechnics.
8. The illusion of fire can be created with a lighting effect, or in post.
9. Be careful with loose clothing around open flame. Untreated fabric can ignite quickly and cause severe injury.
10. NO open flames, fires, or candles are permitted anywhere on the CCH campus ever.

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GLASS

1. The use of locations, sets, set dressing or props which involve the handling of, or working in close proximity to, glass objects or architectural/structural glass creates a potentially hazardous situation for cast, crew and spectators.
2. It is advised that all architectural and/or structural glass be checked carefully to ensure that it is approved safety glass.
3. ALL glass doors and panels and other large areas of glass at or near ground level – or at entryways – should be marked with large, white tape “X’s” to enhance their visibility.
4. Cabinet or showcase glass, glass tables, glass decorative panes or partitions, lamps or hanging glass fixtures, glass sculptures, glass picture frames, glass or china dishes, and other handheld glass objects need special consideration. Consider removing them and replacing them with plastic or “candy-glass” objects.

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GUNS, KNIVES AND SHARP OBJECTS

There are THREE CARDINAL RULES regarding guns on CCH campus:

1. Real guns are NEVER permitted in ANY CCH student film.
2. Live ammunition is NEVER permitted on ANY CCH student shoot.
3. The use of prop guns of any sort must be approved by the Director of Production and by Security at least a week BEFORE they are brought to campus for production.

NB: Before the use of ANY prop weapon is approved for ANY student production, on or off campus, the weapons needs and their proposed must be discussed with the Director of Production and Security.

BE AWARE: IT IS A FELONY TO TRANSPORT ANY WEAPON ON TO THE CCH CAMPUS WITHOUT WRITTEN AUTHORIZATION.

I. RULES FOR USE OF ALL WEAPONS IN ALL CCH STUDENT FILMS

1. A Film Permit, from either the City or the County of Los Angeles, ALWAYS is required for the use of ANY prop weapons. You must note the use of a prop weapon on the permit application.
2. The CCH Director of Production must be notified when you submit a permit with a weapon notification for all productions.
3. The use of firearms and other weapons may require special permits and/or operator certifications. In such cases, the student will need to contract a certified Weapons' Master who will be responsible for performing a thorough safety inspection of the weapons, as well as testing and cleaning them on a daily basis.
4. Anyone who will be using a weapon must know all the operating features and safety devices.
5. ALL productions using ANY weapons must contact the local police jurisdiction to notify them of what you are filming, the location and time of the shoot, and the film permit number.
6. The neighbors surrounding the location must be made aware of the use of prop weapons in your filming. Posting signs "Student Filming in Progress" also is required.

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7. You will be required to pay for an off-duty, uniformed police officer if “a weapon is brandished.”
8. The neighbors surrounding the location must be made aware of the use of prop weapons in your filming. Posting signs “Student Filming in Progress” is also required
9. Prop weapons must NEVER be played with or pointed at anyone at anyone, including yourself.

II. GUNS



For All CCH Student Films

1. An appointed student on your crew must act as “Safety Officer/Prop Master” to transport and supervise the safe use and handling of prop guns. He or she must maintain secured control of all prop guns at ALL TIMES they are not in use, including between takes.
2. All prop guns should be transported in secured containers, in the trunk of your vehicle, and a copy of the Authorization Letter should be on your person during transit.
3. Non-firing weapons must be rented from approved prop houses.
4. All prop guns must be treated as though they are loaded and/or ready to use.
5. A Weapons Master with a Federal Firearms License (issued by the BATF) is required if you are using prop guns that make noise. On-campus use of such weapons is subject to CCH safety approval.

II. KNIVES AND SHARP PROPS

1. Student films with scenes making use of knives, swords, bayonets, etc. are required to use props made of rubber or similar material (normal eating utensils are exempted).
2. The use knives, swords, and any other sharp props must be cleared with the Director of Production a week in advance before they are permitted on any student shoot.
3. As with firearms, no horseplay should be permitted with these props. They should be kept in a secure place and only taken out for rehearsal and filming.

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MOTOR VEHICLES

THE COLUMBIA COLLEGE HOLLYWOOD INSURANCE POLICY DOES NOT INSURE VEHICLES OF ANY KIND.

1. You must provide your own insurance for any vehicle in your production, either on camera picture cars or production transport.
2. A towed generator is not insured under CCH insurance while it is being towed (in transit to a location.) We highly recommend that you pay the additional cost to have towed generators dropped off to you by the rental house so that it is under the rental company's insurance until left on your set. Check with the rental house to make sure that this is the case.
3. Shooting on ANY public street, thoroughfare, road, highway or freeway or NEAR ENOUGH to any such roadway, so as to present a "distraction and/or disturbance," is prohibited by local, state and/or federal law without the proper permits and safety procedures.
4. Filming moving vehicles in a student film is permitted only with faculty approval.
5. CAR MOUNTS ARE NOT PERMITTED. This applies to lights as well as cameras. Shots inside a moving car may only be filmed "hand-held" and only with faculty approval.
6. TOW SHOTS ARE NOT PERMITTED. The use of an insert car or another vehicle to tow a picture car is not allowed in any student film.
7. When using any automotive vehicle whether on-camera or as a production vehicle, SEAT BELTS WILL BE USED AT ALL TIMES.
8. FILMMAKERS ARE NOT EMPOWERED TO DIRECT OR CONTROL TRAFFIC IN ANY WAY. The law prohibits controlling or limiting the natural flow of pedestrian or vehicular traffic on a public thoroughfare. Budget for adequate police assistance if necessary.
9. FILMMAKERS ARE REQUIRED TO OBERVE ALL STATE, LOCAL AND FEDERAL VEHICLE CODES AT ALL TIMES!

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STUNTS

1. Physical action requiring an actor to fight, fall, jump, run or, in general, perform in an athletic manner and/or in hazardous situations may require the services of a stunt player to double the actor. All stunts MUST be approved by the Director of Production.
2. A stunt coordinator is a stunt player who assumes the responsibility for supervising all the stunt work and all stunt players in a picture. You MUST have a stunt coordinator for any stunts in your film.
3. There are several associations of stunt players listed in LA 411 such as International Stunt Association, Stunts Unlimited, United Stuntwomen's Association and Stuntmen's Association of Motion Pictures.
4. Stunt players are actors. The members of the above associations are also members of the Screen Actors Guild.
5. In addition to ensuring the safe performance of physical action, the stunt player and/or coordinator can help the director in placing the camera and staging the action to achieve the most effective visual impact.
6. Keep in mind that many common activities, which may be simple tasks for someone familiar with the tool, toy, appliance or device, can be dangerous to someone unfamiliar with its proper and safe operation. Some examples: bicycles, skateboards, a manual transmission, motor scooters and motorcycles.
7. All stunts and special effects should be reviewed by all participants prior to execution to help ensure that they are performed in the safest manner possible.
8. Before filming a stunt or special effect, the involved parties should all perform an on-site dry run or walk-through. A safety meeting should be held and documented.
9. Special effects involving pyrotechnics, explosives, and/or fire must be noted in advance on the call sheet. Properly licensed individuals must perform all such effects, and the necessary permits must be obtained. Explosives must be stored and disposed of properly.
10. Appropriate personal protection equipment (PPE) and/or safety equipment must be provided to the cast and crew as needed. There must be a planned escape route and each person involved should personally check all escape routes. Only persons authorized by the special effects and/or stunt coordinator shall be allowed in the area.

ALWAYS REMEMBER – SAFETY FIRST!

