

EMERGENCY ACTION PLAN (EAP)

PRODUCTION:

LOCATION:

Before production begins, each location must be evaluated, and an emergency procedure be established.

Emergency Escape Procedures

- Emergency escape routes must be identified, in advance, based on the layout and function of each location.
- Escape routes shall be communicated to cast and crew before work begins each day or if escape routes have been altered.
- Cast and crew shall be directed to assemble at a large open space away from the site of the emergency.
- All cast and crew must evacuate immediately. No crew members shall be left behind to address operations.

EVACUATION ROUTES:

SAFE ASSEMBLY AREA:

This EAP must be accompanied by an overhead drawing outlining the location of a first aid kit, fire extinguishers, individual evacuation routes, and designated safe assembly areas.

Both documents must be distributed prior to production commencing at each location and clearly posted on site before work can begin.

Procedure to Account for Cast and Crew

- Department heads should know which crew members are onsite and must account for them once they arrive at the designated safe assembly site.
- Departments heads should report any unaccounted-for personnel to an Assistant Director. Crew members should report if their Department Head is missing.
- If an AD is not available, report information directly to the UPM and/or first responders.
- Assistant Directors should know which cast members and visitors are on set and must report any unaccounted-for personnel to the UPM and first responders.

Rescue and Medical Personnel & Equipment Onsite

- If there are any potential high-risk activities taking place, such as a stunt or special effects gag, fire personnel and/or a medic shall be present if deemed appropriate.
- If there is a scheduled stunt or special effect, additional equipment, appropriate to respond to potential emergencies, must be made available onsite.

Reporting Fires or Other Emergencies

- An Emergency Contact Information (ECI) document shall be distributed to all cast and crew members.
- Additionally, the location of the nearest hospital and emergency contacts shall be listed on the call sheet.
- In the event of a fire, electrical incident, chemical spill, or other emergency, **911** must be called immediately.
- In the event of a medical emergency, **911** must be called immediately.