



STUDENT ACTIVITIES OFFICE

Film and Video Safety Guidelines

General Requirements

1. Members of Brown Motion Pictures (BMP) and other UCS-recognized student groups producing video and film projects are responsible for knowing and complying with the contents of this document, the [SAO Policy Manual](#), and the [Performing & Visual Art Safety Program](#).
2. Fire exits should always be accessible and never chained or locked.
3. Open flames, fireworks/pyrotechnics and smoking are prohibited.
4. There are no drugs or alcohol permitted on the set of any film production.
5. Written approval to shoot will be obtained in advance for **every location** from an authorized representative of or agency that owns or manages the location.
 - a. **Off-campus shoots** will use the University's [Property Use Agreement for Recordings](#)
 - b. **On-campus shoots** will use 25Live for all spaces managed by the Scheduling Office or obtain permission from the appropriate University authority.

Note: If a location requires that a student group use their own (the location's) permission to film document, the document will not be signed by any student group member. All outside documents will be submitted to SAO for review and, if necessary, to OGC for approval.

6. Before shooting at any location, arrangements including parking, load-in and load-out, electrical power, foot and vehicular traffic control, security and other procedural items will be determined and discussed with the location's authorized representative. Brown DPS and/or local law enforcement may require a security detail for specific locations/times. All student projects must abide by these requirements.

Basic Shoot Safety

- Before commencing the work day on any shoot, either on a stage or on location, the Producer, Production Manager or First Assistant Director will convene a safety meeting for all cast and crew. The meeting will cover all potential hazards and safety issues, including emergency exit and fire extinguisher locations, electrical, traffic, machinery and other safety-related topics especially pertinent to the site and the day's work.
- When on location either on or off campus, all productions will post traffic cones and signs to alert bystanders to the equipment, personnel and activity. If possible and if permitted by the location, plastic caution tape will be used to limit bystander foot traffic flow.
- When filming in public areas all productions will assign crew members to perform foot traffic control duties at posts along the periphery of each shooting set.



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- At no time will any project film in uncontrolled vehicular traffic on an open public byway or endeavor to control vehicular traffic for a shoot without the assistance of DPS or local law enforcement.
- Locations used for filming, both on and off campus, will be kept to a minimum of unused equipment and production supplies. Do not obstruct doorways, business access, driveways or walkways with people or gear. Any unneeded materials will be stored out of traffic areas, away from bystanders, and/or removed to support vehicles for storage.
- Technical crews will utilize sand bags, shot bags or the equivalent to stabilize stands used for lighting, grip equipment and other purposes, both on stage and on location.
- Cordless electrical equipment will be used on location as much as possible. If corded lights or other equipment is used, UL-listed heavy-duty extension cables (not “zipcord” or other light-duty types) will be employed to provide power.
- In wet or exterior locations, corded electrical equipment will be connected to ground-fault interrupter equipped circuits or via GFI extension cables or power strips.
- When electrical cables are used anywhere in public locations or in heavy foot traffic areas on private locations, they will either be:
 - Taped securely to the floor along the entire length of the cable that is in a traffic area;
 - Covered with ribbed rubber matting that is taped to the floor along its edges;
 - Encased in sectional cable bridging spanning the traffic area

Emergency Contacts:

On-campus:

Brown Public Safety 401-863-4111 4111 from any campus phone

Off-campus

Providence Police, Fire, Medical: 911 or 401-272-1111

SAO Advisor: Jen Lucero 401-489-4829



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Production Requirements

Beginning of production:

- All cast/crew/production team members will annually complete either the [Performance & Recreation Group Form](#), (Brown students) or [Participant Assumption of Risk and Release](#) (RISD/Community members) and an [Image Use General Consent and Release](#).

Before shooting starts

- Complete the [Event Registration Request Form](#) including a detailed shooting schedule. This ensures the SAO staff is familiar with each film or video project during the semester.
- Submit the [Film and Video Safety Planning Form](#) to saoprojectsafety@brown.edu for review by SAO and EHS. SAO and EHS will consult with each project to enable the production team to work in the safest way possible for cast, crew and bystanders.
- For off campus film locations, complete the [Property Use Agreement](#).
- Where applicable, submit a [City of Providence Film Agreement](#)

1 week before the shoot

- Inform [Brown DPS](#) of all upcoming shoot locations on or off campus. See the [BMP Producer Guide](#) for more information.

1 day before the shoot

- Send call sheets outlining the upcoming days' work to saoprojectsafety@brown.edu for safety/hazard review

At the conclusion of each project's shooting schedule

- Submit a summary to saoprojectsafety@brown.edu that lists the project and shoot day(s), noting any production issues, incidents/accidents and injuries. Interaction with the surrounding community and bystanders will also be included in this summary.